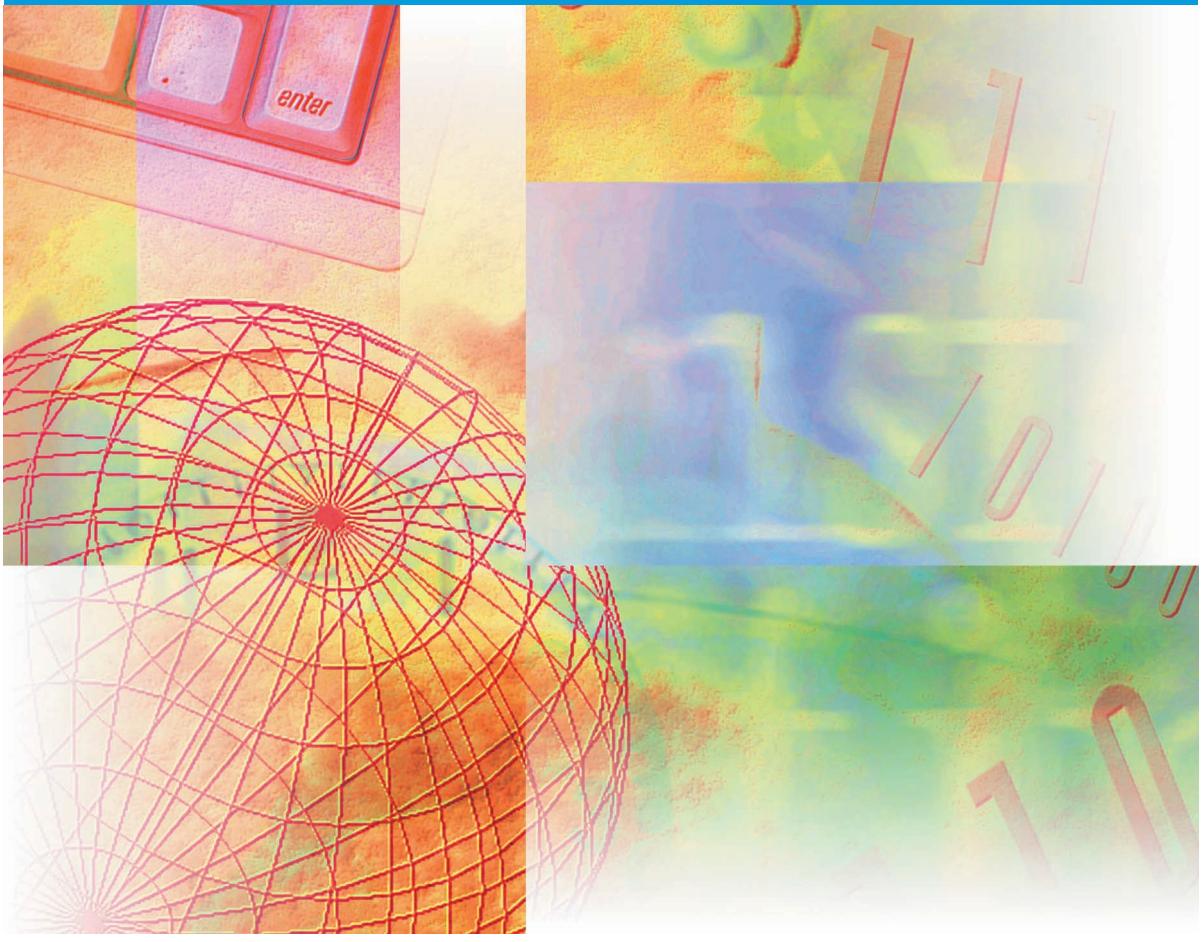
Canon

CLC 3220/iRC3220N

Reference Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

CLC3220/iR C3220N
Reference Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Basic Information**	**User's Guide**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide (This Document)**	CD-ROM
• **Copying and Mail Box Instructions**	**Copying and Mail Box Guide**	CD-ROM
• **Sending and Fax Instructions**	**Sending and Facsimile Guide**	CD-ROM
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM
• **Color Network ScanGear Installation and Instructions**	**Color Network ScanGear User's Guide**	CD-ROM
• **PS/PCL/UFR Printer Instructions**	**PS/PCL/UFR Printer Guide**	CD-ROM
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	CD-ROM
• **PS Printer Driver Installation and Instructions**	**PS Driver Guide**	CD-ROM
• **Mac OS X PS Printer Driver Installation and Instructions**	**Mac PS Driver Guide**	CD-ROM
• **UFR Printer Driver Installation and Instructions**	**UFR Driver Guide**	CD-ROM

- **Fax Driver Installation and Instructions**

Fax Driver Guide

- **Installing MEAP Applications and Using the Login Service**

MEAP SMS Administrator Guide

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Optional Equipment

Chapter 4 Customizing Settings

Chapter 5 Checking Job and Device Status

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes the specifications of the main unit and optional equipment, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface . . . . . **xi**
How To Use This Manual . . . . . **xi**
Symbols Used in This Manual xi
Keys Used in This Manual xii
Displays Used in This Manual xii
Illustrations Used in This Manual xiii
Operations and Terms Used in This Manual . . . . . **xiv**
Legal Notices . . . . . **xvi**
Preventing Counterfeit Documents xvi
R & TTE Directive xvi
Laser Safety xvi
Additional Information xvii
Abbreviations Used in This Manual xviii
Trademarks xviii
Copyright xix
Disclaimers xix
Legal Limitations on the Usage of Your Product and the Use of Images xx
Important Safety Instructions . . . . . **xxii**
Installation xxii
Power Supply xxiv
Handling xxv
Maintenance and Inspections xxvii
Consumables xxviii
Other Warnings xxviii
Periodic Inspection of the Breaker . . . . . **xxix**
Checking the Breaker xxix
Check Sheet for the Periodic Inspection of the Breaker . . . . . **xxxii**

Chapter 1 Before You Start Using This Machine

Installation Location and Handling **1-2**
Installation Precautions 1-2
Avoid Installing the Machine in the Following Locations 1-2
Select a Safe Power Supply 1-5
Provide Adequate Installation Space 1-6
Moving the Machine 1-7
Handling Precautions 1-7
Parts and Their Functions **1-10**
External View 1-10
Internal View 1-12
Control Panel Parts and Functions 1-14
Main Power and Control Panel Power **1-15**
How to Turn ON the Main Power 1-15
Control Panel Power Switch 1-23
System Settings **1-24**
Description Clause 1-24

Chapter 2 Basic Operations

What This Machine Can Do 2-2
Overview of the CLC3220/iR C3220N 2-6
The Touch Panel Display 2-6
Switching the Functions Indicated on the Touch Panel Display 2-7
Various Touch Panel Display Screens 2-9
Adding New Functions 2-10
Specifying Settings. 2-12
Functions That Conserve Power 2-13
Checking, Changing, and Cancelling Print Jobs 2-15
Displaying a Help Screen 2-17
Reading Messages from the System Manager 2-19
Types of Message Boards 2-19
Other Useful Functions 2-21
Using the Touch Panel Display 2-24
Frequently Used Keys 2-24
Touch Panel Key Display 2-25
Adjusting the Brightness 2-27
Entering Characters from the Touch Panel Display 2-28
Alphanumeric Characters. 2-28
Symbols 2-30
Values in Inches 2-32
Entering the Department ID and Password 2-33
Using a Login Service 2-36
Placing Originals 2-40
Document Sizes 2-40
Orientation 2-41
Platen Glass 2-42
Feeder (DADF-K1) 2-46
Making Prints Using the Stack Bypass 2-49
Multifunctional Operations 2-62
Available Paper Stock 2-64

Chapter 3 Optional Equipment

System Configuration 3-2
Optional Equipment 3-2
Sample System Configurations 3-4
Cassette Feeding Unit-X1 3-5
Parts and Their Functions 3-5
Optional Accessories 3-6
Paper Deck-P1. 3-7
Parts and Their Functions 3-7
Plain Pedestal-C1 3-8
Feeder (DADF-K1). 3-9
Parts and Their Functions 3-9
Color Image Reader-C1/Platen Cover Type G 3-11
Parts and Their Functions 3-11
Finisher-M1 3-12
Parts and Their Functions 3-12
Finishing Modes 3-13

Finisher-N1/Saddle Finisher-N2 3-16
Parts and Their Functions 3-16
Finishing Modes 3-17
Copy Tray Unit-H1 3-23
Parts and Their Functions 3-23
Card Reader-D1 3-24
Procedure before Using the Machine 3-25
Procedure after Using the Machine 3-26
Department ID Management 3-27
Flow of Additional Functions Operations 3-27
Changing the Password and Page Limit 3-29
Checking the Page Counts on a Control Card 3-36
Checking and Printing Counter Information 3-37
Clearing Page Totals 3-40
Allowing Print and Scan Jobs with Unknown IDs 3-42
Allowing B&W Copy and Print Jobs without Inserting a Control Card 3-43

Chapter 4 Customizing Settings

What Are Additional Functions? 4-2
Additional Functions Settings Table 4-5
Specifying Common Settings. 4-17
Initial Function at Power ON 4-17
Default Display after Auto Clear 4-18
Function Order 4-19
Tone Settings 4-21
Text/Photo Priority in a Black-and-White Original 4-22
Inch Entry 4-22
Auto Paper Selection/Auto Drawer Switching 4-23
Identifying the Type of Paper in a Paper Source 4-25
Energy Saver Mode 4-28
Energy Consumption in the Sleep Mode 4-29
Output Tray Designation 4-30
Setting the Printing Priority 4-34
Standard Paper for the Stack Bypass 4-36
Irregular Paper Size Settings for the Stack Bypass 4-41
Registering and Editing Irregular Paper Sizes 4-41
Naming a Size Key 4-42
Erasing Irregular Paper Sizes 4-44
Standard Local Print Settings 4-45
Changing the Language Shown on the Touch Panel Display 4-47
Reversing the Contrast of the Touch Panel Display 4-48
Alternating the Print Output (Offset Jobs) 4-48
Data Compression Ratio for Remote Scans 4-49
Setting the Gamma Value for Remote Scans 4-50
Returning the Common Settings to Their Defaults 4-50
Timer Settings 4-51
Current Time Adjustment 4-51
Auto Sleep Time 4-51
Auto Clear Time 4-52
Daily Timer Settings 4-52
Low-Power Mode Time 4-53
Adjusting the Machine 4-54
Zoom Fine Adjustment 4-54
Saddle Stitch Staple Repositioning 4-55

Saddle Stitch Position Adjustment 4-56
Automatic Gradation Adjustment 4-57
Quick Adjustment 4-57
Full Adjustment 4-58
Exposure Recalibration 4-61
Cleaning the Inside of the Main Unit 4-61
Automatic Feeder Cleaning 4-62

Chapter 5 Checking Job and Device Status

Checking the Counter 5-2
Checking Job Status 5-6
Job Details 5-10
Checking Copy/Print Job Details 5-10
Printing the Copy/Print Log 5-11
Priority Printing 5-13
Handling Print Jobs Sent from Computers 5-15
Printing Secured Documents 5-17

Chapter 6 System Manager Settings

Specifying the System Manager Settings 6-2
Department ID Management 6-4
Registering the Department ID, Password, and Page Limit 6-5
Changing the Password and Page Limit 6-9
Erasing the Department ID and Password 6-13
Checking and Printing Counter Information 6-15
Clearing Page Totals 6-18
Allowing Print and Scan Jobs with Unknown IDs 6-20
Allowing B&W Copy and Print Jobs without Entering a Department ID 6-21
Remote UI 6-24
Device Information Settings 6-25
Clearing the Message Board 6-26
Auto Online/Offline 6-27
Auto Online 6-27
Auto Offline 6-28
Current Data and Time 6-29
Limiting Functions When the Optional Security Key Is Turned OFF 6-33
License Registration 6-34
MEAP Settings 6-36
Use HTTP Server 6-36
Printing Installed Application Information 6-37

Chapter 7 Routine Maintenance

Paper Drawers 7-2
Loading Paper 7-2
Adjusting a Paper Drawer to Hold a Different Paper Size 7-7
Paper Deck-P1 (Optional) 7-11
Loading Paper 7-11
Finisher-M1 (Optional) 7-15

Replacing the Staple Cartridge 7-15
Finisher-N1/Saddle Finisher-N2 (Optional) 7-20
Replacing the Staple Cartridge in the Stapler Unit 7-20
Replacing the Staple Cartridge in the Saddle Stitcher Unit 7-24
Replacing the Toner Cartridge 7-29
Replacing the Waste Toner Container 7-34
Routine Cleaning 7-38
Platen Glass and Cover 7-38
Manual Feeder Cleaning 7-39
Cleaning the Inside of the Main Unit 7-42
Automatic Feeder Cleaning 7-43
Consumables 7-44

Chapter 8 Troubleshooting

Reducing the Frequency of Paper Jams 8-2
Clearing Paper Jams 8-3
Screens Indicating the Locations of Paper Jams 8-3
Upper Left Cover 8-9
Exit Slot Cover 8-11
Fixing Unit (Inside the Main Unit) 8-15
Duplexing Unit (Inside the Main Unit) 8-19
Stack Bypass 8-22
Right Cover/Paper Drawers 8-26
Transport Unit (Inside the Main Unit) 8-30
Cassette Feeding Unit-X1 (Optional) 8-34
Paper Deck-P1 (Optional) 8-38
Feeder (DADF-K1) (Optional) 8-41
Finisher-M1 (Optional) 8-45
Finisher-N1/Saddle Finisher-N2 (Optional) 8-49
Saddle Stitcher Unit (Optional) 8-53
Clearing Staple Jams 8-57
Finisher-M1 (Optional) 8-57
Finisher-N1/Saddle Finisher-N2 (Optional) 8-60
Saddle Stitcher Unit (Optional) 8-64
List of Error Messages 8-69
Self-Diagnostic Display 8-69
List of Error Codes without Messages 8-73
If Memory Becomes Full during Scanning 8-76
Service Call Message 8-79
Contacting Your Local Authorized Canon Dealer 8-79
When the Power Does Not Turn ON 8-82

Chapter 9 Appendix

Sample Reports 9-2
Copy Log List 9-2
Print Log List 9-3
Specifications 9-5
Main Unit 9-5
Color Image Reader-C1 9-6
Feeder (DADF-K1) 9-8

Cassette Feeding Unit-X1 9-8
Plain Pedestal-C1 9-9
Paper Deck-P1 9-9
Finisher-M1 9-10
Finisher-N1 9-11
Saddle Finisher-N2 9-12
Copy Tray Unit-H1 9-13
Card Reader-D1 9-14
Number of Enterable Characters and Capacity of Various Functions 9-15
Number of Enterable Characters 9-15
Capacity of Various Functions 9-17
Relationship between Original Orientation and Preprinted Paper Output Chart 9-19
Index 9-22
System Management of the CLC3220/iR C3220N 9-28
Entering the System Management Mode 9-28
If Department ID Management Is Enabled 9-28
If Department ID Management Is Not Enabled 9-29
Cancelling the System Management Mode 9-31
Managing Inboxes in the System Management Mode 9-31
Changing the Mail box Settings in the System Management Mode 9-33

Preface

Thank you for purchasing the Canon CLC3220/iR C3220N. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

- Control Panel Keys: <Key icon>

  Examples:

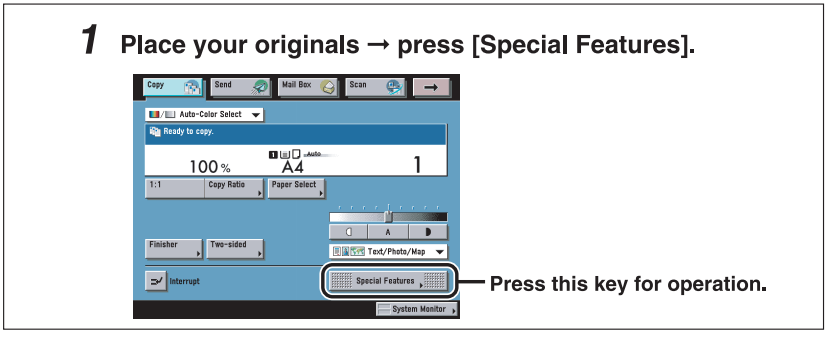
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the iR C3220N has the following optional equipment attached to it: the Color Image Reader-C1, Feeder (DADF-K1), Color Universal Send Kit, Super G3 FAX Board, Resolution Switching Board, Saddle Finisher-N2, and Cassette Feeding Unit-X1.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

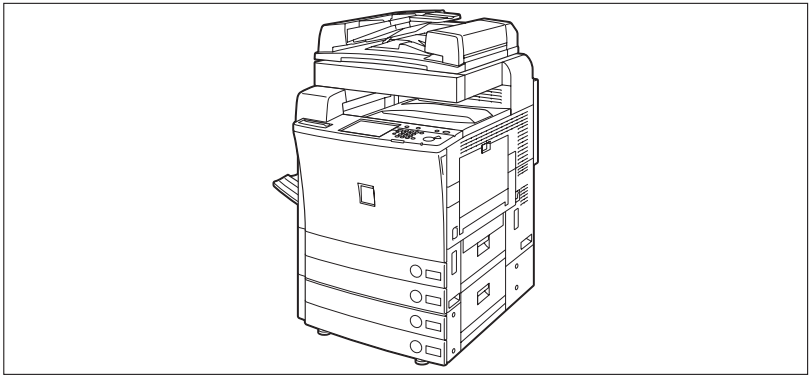
The keys which you should press are marked with a ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

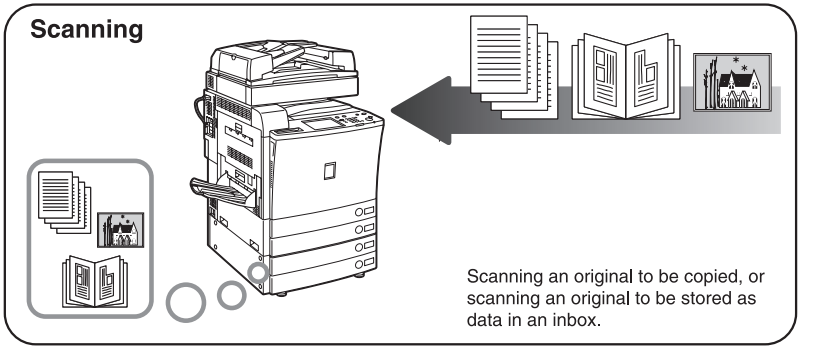
Illustrations used in this manual are those displayed when the CLC3220/iR C3220N has the following optional equipment attached to it: the Color Image Reader-C1, Feeder (DADF-K1), and Cassette Feeding Unit-X1.

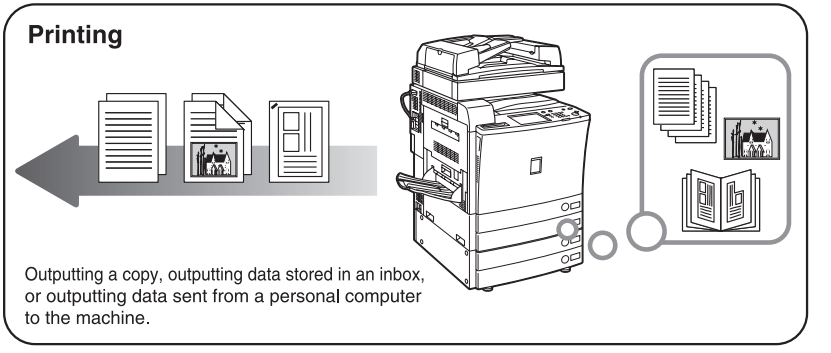


Operations and Terms Used in This Manual

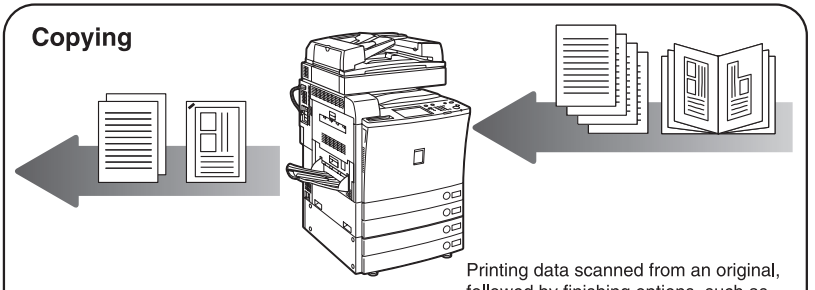
This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed out.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.




Printing
Outputting a copy, outputting data stored in an inbox, or outputting data sent from a personal computer to the machine.

Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

Legal Notices

Preventing Counterfeit Documents

This machine includes a function for aiding in the prevention of counterfeit documents. If you are copying documents that resemble paper money closely, you may be unable to get an appropriate image.

R & TTE Directive

CE 0197

This equipment (F142500/F142504) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU and other countries adopting CE marking.

We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V-240 V, 50 Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)
Canon Inc./Canon Europa N. V.

Laser Safety

This Product is certified as a Class I laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.

The labels shown below are attached to the laser scanner unit inside the machine.

DANGER - Invisible laser radiation when open and interlocks defeated. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE OU LORSQUE LE CONTACT DE SECURITE EST DEVEROUILLE. EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNGEN ÜBERBRÜCKT. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR Y CUANDO ESTÁN NEUTRALIZADOS LOS BLOQUEOS DE SEGURIDAD. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD OCH SPÄRRAR ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA JA SUOJALUKITUKSET POISTETTUINA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 当打开或联动装置失效时，会有不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板或繞釋連結傾時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리거나 인터록 고장의 경우 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開き、インタロックを解除するとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FS7-8329

This Product has been classified under IEC60825-1:1993 and EN60825-1:1994, which conform to the following classes;

CLASS I **LASER PRODUCT**
LASER KLASSE I
APPAREIL A RAYONNEMENT LASER DE CLASSE I
APPARECCHIO LASER DI CLASSE I
PRODUCTO LASER DE CLASE I
APARELHO A LASER DE CLASSE I

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Novell NetWare®: NetWare

Trademarks

Canon, the Canon logo, CLC, iR, MEAP, MEAP logo, and NetSpot Accountant are trademarks of Canon Inc.

Adobe, PostScript, and PostScript 3 are trademarks of Adobe Systems Incorporated.

Apple and AppleTalk are trademarks of Apple Computer, Inc.

Active Directory and Windows are registered trademarks of Microsoft Corporation in the United States and other countries.

Netware® is a registered trademark of Novell, Inc.

Sun, Sun Microsystems, Java, Java 2 Platform Micro Edition (J2ME), Java 2 Platform, Standard Edition (J2SE™) and JDK are trademarks of registered trademarks of Sun Microsystems, Inc. in the U.S. and other regions. The Sun logo is a trademark of the U.S. firm Sun Microsystems, Inc.

Ethernet is a trademark of Xerox Corporation.

The following fonts are licensed from Bitstream Technologies, Inc.

Dutch 801 Bold, Dutch 801 Roman, Fixed Pitch 810 Courier 10 Pitch/Text.

The following font is a trademark of Bitstream Inc.

Dutch 801

© Copyright 1987, Bitstream Inc., Cambridge Massachusetts USA.

All rights reserved.

Other product and company names herein may be the trademarks of their respective owners.

Copyright

Copyright 2004 by Canon Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR AGAINST INFRINGEMENT OF ANY PATENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

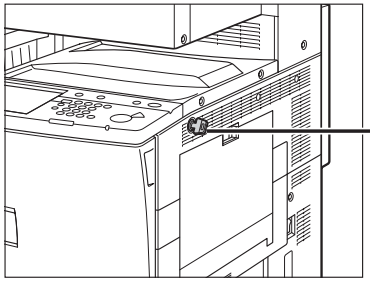
Legal Limitations on the Usage of Your Product and the Use of Images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (cancelled or uncancelled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (cancelled or uncancelled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

■ In Order to Avoid Unauthorized Use of the Machine

Unauthorized copies can be prevented by using the optional Key Switch Unit to manage the operation of the CLC3220/iR C3220N. The use of this key should be strictly supervised.



Security Key
When using the machine, insert the security key into the main unit, then turn it to the right.

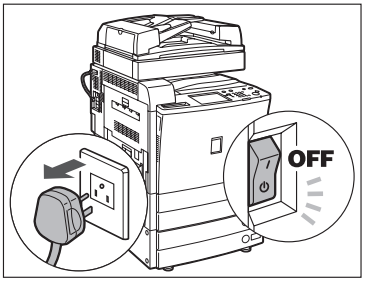
Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

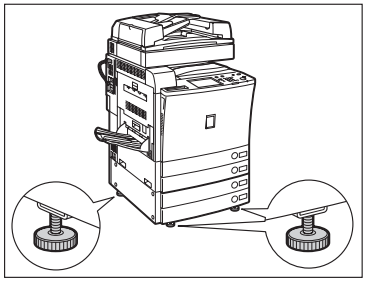
WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



⚠ CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**
- **Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.**



Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220 - 240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

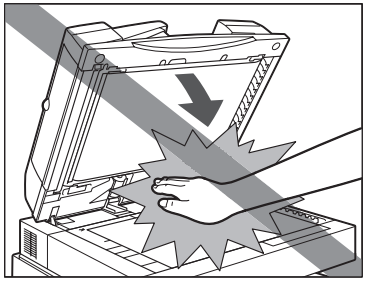
Handling

⚠ WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

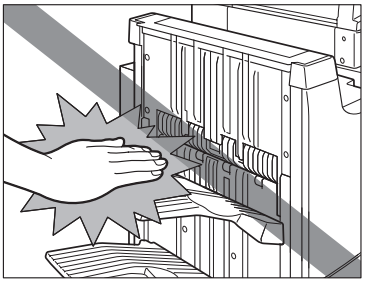
⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**

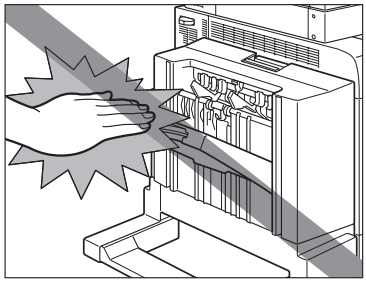


- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**

- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury.**

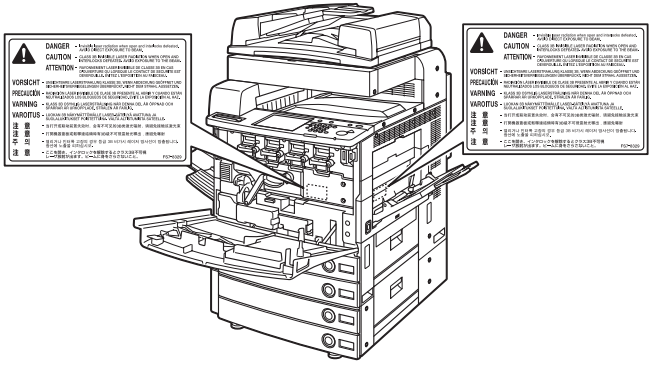


Finisher-N1/Saddle Finisher-N2



Finisher-M1

- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution label attached to the cover of the laser scanner unit.**



- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**

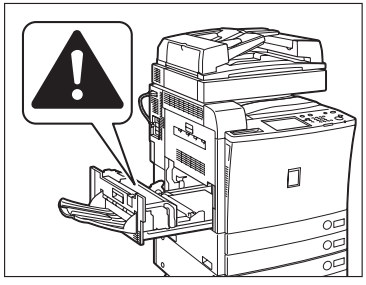
Maintenance and Inspections

⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Periodic Inspection of the Breaker

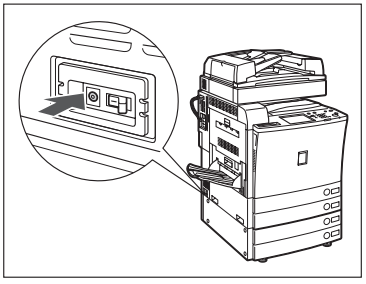
This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.

IMPORTANT

- *Make sure that the main power is turned ON, and the machine is neither printing nor scanning before inspecting the breaker.*
- *If a malfunction occurs after an inspection, contact your local authorized Canon dealer.*

Checking the Breaker

1 **Push the test button with the tip of a ball-point pen, or similar object.**



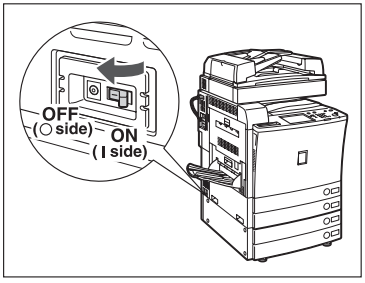
IMPORTANT

Briefly push the test button.

NOTE

The breaker is located on the back side of the machine.

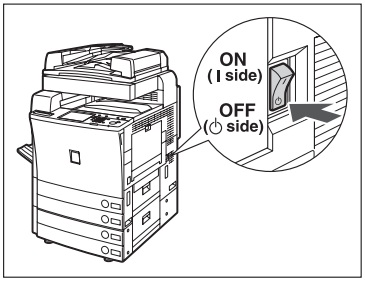
2 **The breaker lever automatically switches to the OFF ("○" side) position. Confirm that the power is cut OFF.**



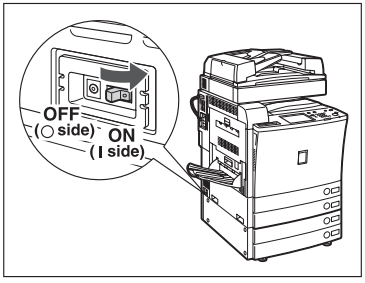
IMPORTANT

- *Do not use the test button to turn the power ON and OFF.*
- *If the breaker lever does not switch to the OFF ("○" side) position, repeat step 1.*
- *If the breaker lever does not switch to the OFF ("○" side) position, despite carrying out the above procedure two or three times, contact your local authorized Canon dealer.*

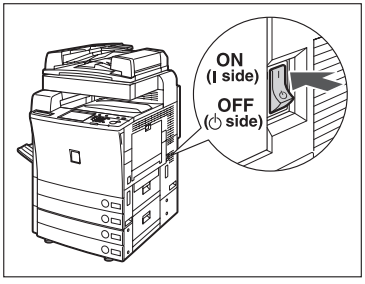
3 **Once you have confirmed that the power is OFF, press the main power switch to OFF ("⏻" side).**



4 **Move the breaker lever to ON ("I" side).**



5 **Press the main power switch to ON ("I" side).**



6 **Fill in the check sheet, located on the next page, to document your periodic inspections of the breaker.**

Check Sheet for the Periodic Inspection of the Breaker

Copy this page for future use, and store it in a safe place near the machine in order to document your periodic inspections of the breaker.

■ How to Inspect the Breaker Periodically

Follow the procedure described in "Periodic Inspection of the Breaker," on p. xxix, once or twice a month.

■ How to Fill in This Check Sheet

Fill in the date of inspection and the name of the inspector. When the inspection is completed successfully, write a check mark under "OK." If not, contact your local authorized Canon dealer. (Also, write a check mark under "NG" (No Good).)

Date of Inspection	Inspector	Result	
		OK	NG

Date of Inspection	Inspector	Result	
		OK	NG

Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
Installation Precautions 1-2
Handling Precautions 1-7
Parts and Their Functions 1-10
External View 1-10
Internal View 1-12
Control Panel Parts and Functions 1-14
Main Power and Control Panel Power 1-15
How to Turn ON the Main Power 1-15
Control Panel Power Switch 1-23
System Settings 1-24
Description Clause 1-24

Installation Location and Handling

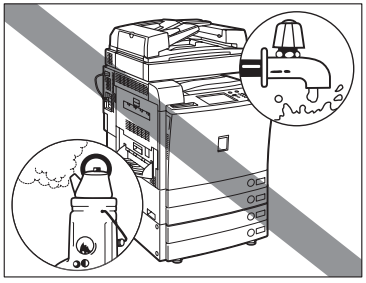
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

Installation Precautions

Avoid Installing the Machine in the Following Locations

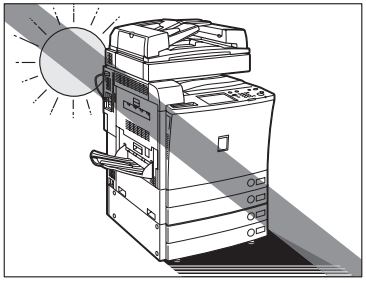
■ **Avoid locations subject to extremes of temperature and humidity, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



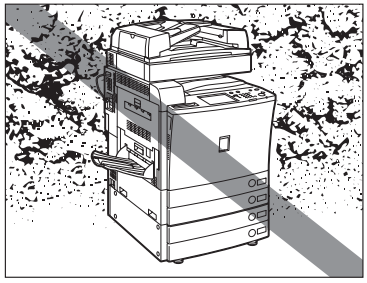
■ **Avoid installing the machine in direct sunlight.**

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



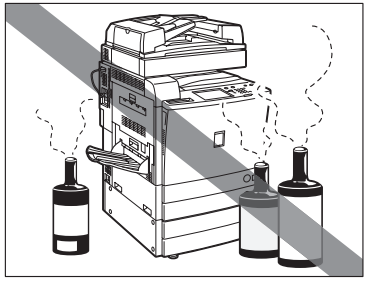
■ Avoid poorly ventilated locations.

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ Avoid locations where a considerable amount of dust accumulates.

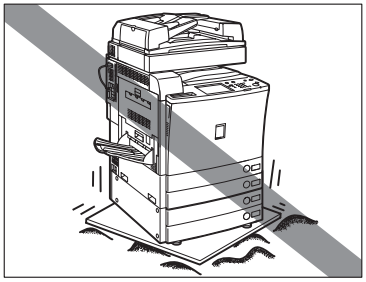
■ Avoid locations where ammonia gas is emitted.



■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.

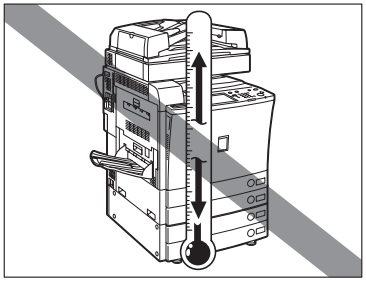
■ Avoid locations that are subject to vibration.

For example, avoid installing the machine on unstable floors or stands.



■ Avoid exposing the machine to rapid changes in temperature.

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



■ Avoid installing the machine near computers or other precision electronic equipment.

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ Avoid installing the machine near televisions, radios, or similar electronic equipment.

The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ **Do not remove the machine's leveling feet.**
Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

Select a Safe Power Supply

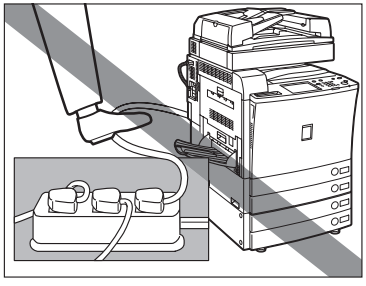
■ **Plug the machine into a 220 - 240 V AC outlet.**

■ **Make sure that the power supply for the machine is safe, and has a steady voltage.**

■ **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**

■ **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**

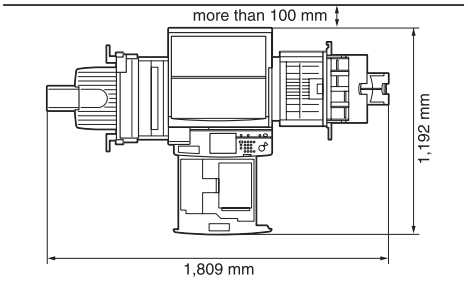
■ **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



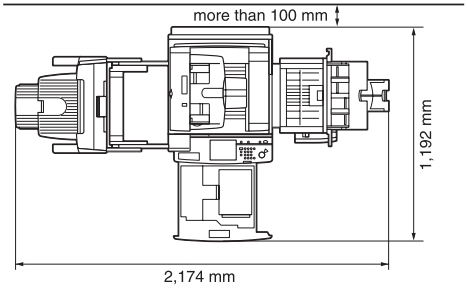
Provide Adequate Installation Space

■ Provide enough space on each side of the machine for unrestricted operation.

The optional Color Image Reader-C1 and Platen Cover Type G are attached.

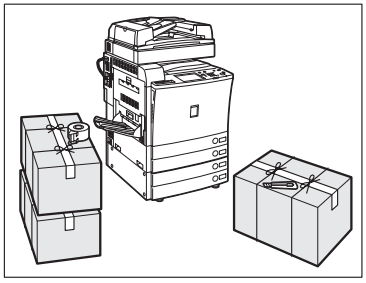


The optional Color Image Reader-C1, Feeder (DADF-K1), Finisher-M1, and Paper Deck-P1 are attached.



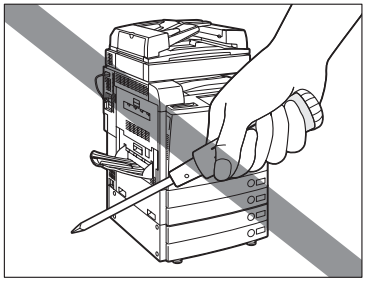
Moving the Machine

■ **If you intend to move the machine, contact your local authorized Canon dealer beforehand.**



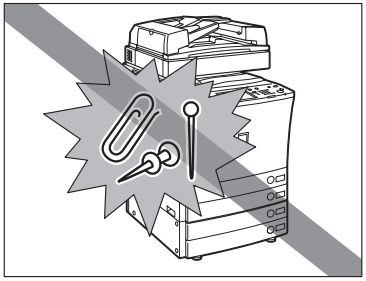
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**

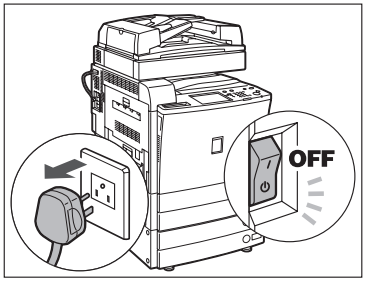


■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

■ **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.**

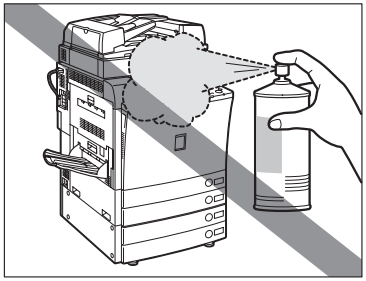


■ **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



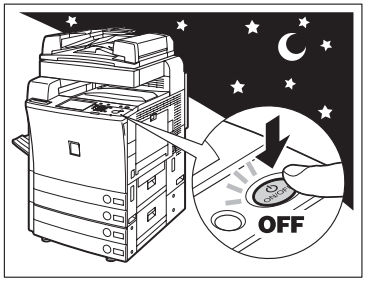
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.**

■ **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**



CAUTION

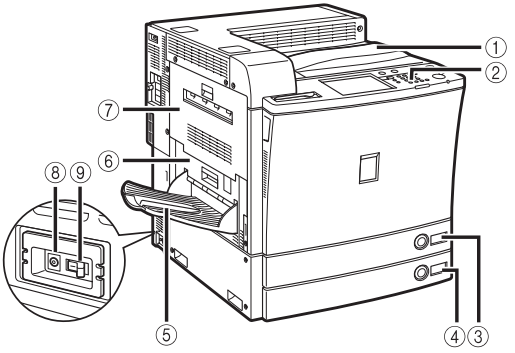
Canon recommends that data stored on the product's hard disk drive be duplicated or backed up to prevent its loss in the event of failure or other malfunction of the hard disk drive. Neither Canon nor any service provider will be liable for damages for loss of data stored on the product's hard disk drive. (See the terms of the product's Limited Warranty for more details).

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. For more information on optional equipment, parts and their functions, see Chapter 3, "Optional Equipment."

External View

Without Optional Equipment



① **Centre Output Tray**
Prints and copies are output to this tray.

② **Control Panel**
Includes the keys, touch panel display and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-14.)

③ **Paper Drawer 1**
Holds up to 550 sheets of paper (80 g/m²).

④ **Paper Drawer 2**
Holds up to 550 sheets of paper (80 g/m²).

⑤ **Side Output Tray**
Prints and copies are output to this tray.

⑥ **Exit Slot Cover**
Open this cover when clearing a paper jam. (See "Screens Indicating the Locations of Paper Jams," on p. 8-3.)

⑦ **Upper Left Cover**
Open this cover when clearing a paper jam. (See "Screens Indicating the Locations of Paper Jams," on p. 8-3.)

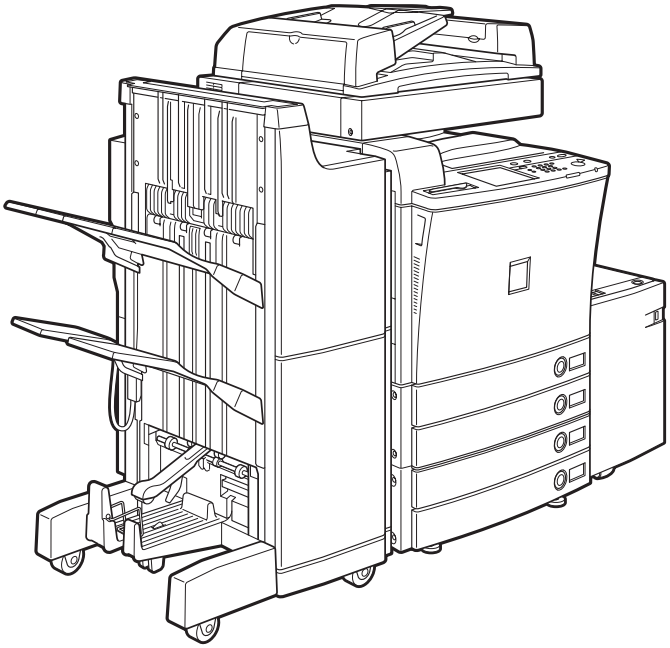
⑧ **Test Button**
Press this button to periodically test the circuit breaker. (See "Periodic Inspection of the Breaker," on p. xxix.)

⑨ **Breaker**
Detects excess current or leakage current.(See "Periodic Inspection of the Breaker," on p. xxix.)

NOTE

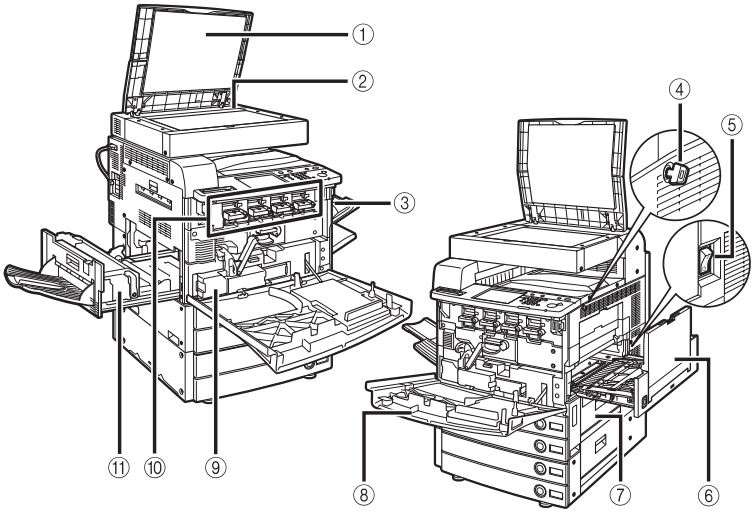
For more information on the optional equipment that can be attached to the machine, see Chapter 3, "Optional Equipment."

The optional Feeder (DADF-K1), Color Image Reader-C1, Saddle Finisher-N2, Cassette Feeding Unit-X1, and Paper Deck-P1 are attached.



Internal View

The optional Platen Cover Type G, Color Image Reader-C1, and Cassette Feeding Unit-X1 are attached.



① **Underside of Platen Cover (optional)**
This holds originals in place on the platen glass.

② **Platen Glass (optional Color Image Reader-C1)**
Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

You can use the platen glass to copy or scan originals only if the optional Color Image Reader-C1 and Platen Cover Type G are attached, or if the optional Color Image Reader-C1 and Feeder (DADF-K1) are attached.

③ **Stack Bypass**
Use the stack bypass to feed paper manually and for loading irregular paper stock, such as envelopes. (See "Making Prints Using the Stack Bypass," on p. 2-49.)

④ **Security Key (optional)**
For managing the use of the machine and preventing unauthorized copies. (See "In Order to Avoid Unauthorized Use of the Machine," on p. xxi.)

⑤ **Main Power Switch**
Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-15.)

⑥ **Transport Unit**
Pull the Transport Unit out to clear a paper jam that has occurred on the right side of the machine. (See "Screens Indicating the Locations of Paper Jams," on p. 8-3.)

⑦ **Right Cover**
Open this cover when clearing a paper jam. (See "Screens Indicating the Locations of Paper Jams," on p. 8-3.)

⑧ **Front Cover**
Open this cover to replace the toner cartridges and waste toner container.

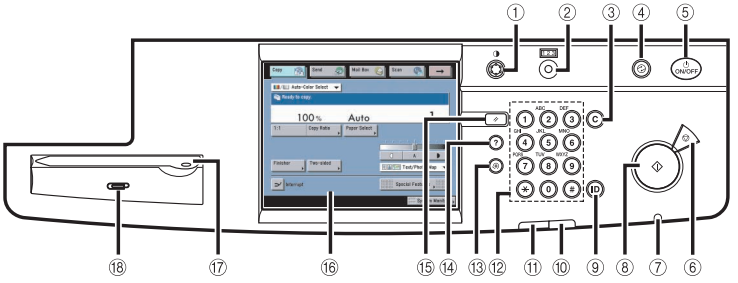
⑨ **Waste Toner Container**
Collects the waste toner.

⑩ **Toner Cartridges**
When the toner runs out, pull out the toner cartridge, and replace it with a new one. Replace all toner cartridges through their respective ports.

The toner cartridge is separately sold (not standard-equipped). (See "Consumables," on p. 7-44.)

⑪ **Fixing Unit**
Pull the Fixing Unit out to clear a paper jam that has occurred on the left side of the machine. (See "Screens Indicating the Locations of Paper Jams," on p. 8-3.)

Control Panel Parts and Functions



① **Display Contrast Dial**
Use to adjust the brightness of the touch panel display.

② **Counter Check key**
Press to display the copy and print count totals on the touch panel display.

③ **Clear key**
Press to clear entered values or characters.

④ **Energy Saver key**
Press to set or cancel the Energy Saver mode.

⑤ **Control Panel Power Switch (Sub Power Supply)**
Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

⑥ **Stop key**
Press to stop a job in progress, such as a scan job, copy job, or fax job (scanning only).

⑦ **Main Power Indicator**
Lights when the main power is turned ON.

⑧ **Start key**
Press to start an operation.

⑨ **ID key**
Press when setting or enabling Department ID Management.

⑩ **Error Indicator**
Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑪ **Processing/Data Indicator**
Flashes or blinks green when the machine is performing operations, and maintains a steady green light, when fax data is stored in memory.

⑫ **Numeric keys**
Press to enter numerical values.

⑬ **Additional Functions key**
Press to specify additional functions.

⑭ **Help key**
Press to display explanations of modes or functions on the touch panel display.

⑮ **Reset key**
Press to restore the standard settings of the machine.

⑯ **Touch Panel Display**
The settings screen for each function is shown on this display.

⑰ **Edit Pen**
Use to designate areas on the original to copy or scan. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end, such as a pencil or ballpoint pen, in place of the edit pen.

⑱ **Clip Tray**
Place paper clips here.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

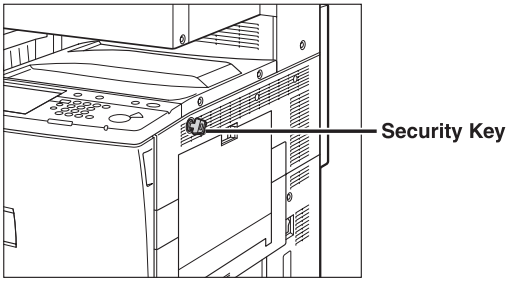
This section explains how to turn ON the main power.

1 **Make sure that the power plug is firmly inserted into the power outlet.**

WARNING

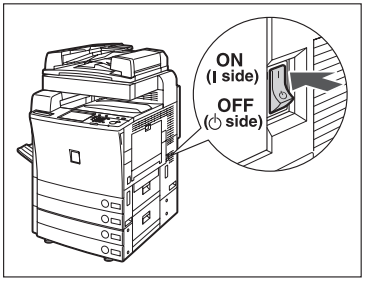
Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 **If the optional Security Key is inserted into the machine, make sure that it is in the ON position (turn it to the right).**



3 Press the main power switch to ON (" I " side). The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, make sure that you first turn the control panel power switch OFF, and then press the main power switch to the "⏻" side.



The main power indicator on the control panel lights when the main power switch is turned ON.

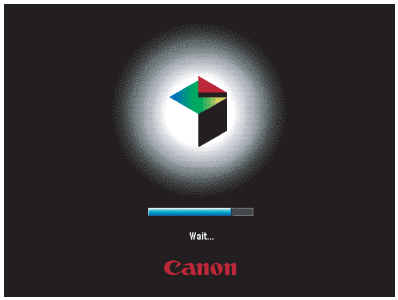
IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. 8-82.)

4 The screens below are displayed while the system software is loading.

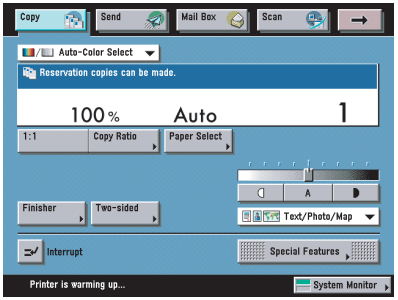
- **If login authentication by a login service (SDL (Simple Device Login) or SSO (Single Sign-On)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

  ❑ The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 5.

❑ The screen below is displayed when the machine is ready to scan.



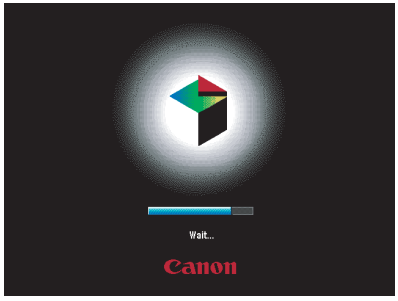
The machine is ready to scan in approximately 45 seconds (at a room temperature of 20°C) after the screen above appears.

NOTE

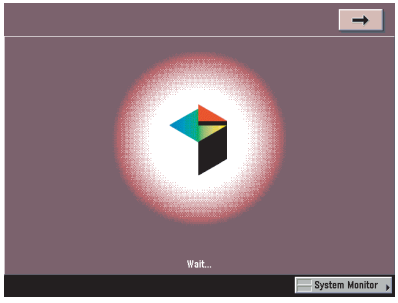
- *Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine becomes available. (See Chapter 1, "Introduction to the Copying Functions," in the Copying and Mail Box Guide.)*
- *In the case above, the standard settings are selected.*
- *The standard copy settings are:*
  - *Copy Ratio: 1 : 1 (100%)*
  - *Paper Selection: Auto Paper Selection*
  - *Copy Exposure: Manual Exposure Control*
  - *Copy Quantity: 1*
  - *Copy Function: 1▶1-sided copy*
  - *Colour Mode: Auto-Color Selection*
- *The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See Chapter 7, "Customizing Settings," in the Copying and Mail Box Guide, and Chapter 9, "Customizing Communications Settings," in the Sending and Facsimile Guide.)*
- *You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See "Additional Functions Settings Table," on p. 4-5.)*
- *If you press [→] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, then press [→] again.*

- **If login authentication by the SDL or SSO login service is not set, and MEAP is selected as the initial function in Common Settings from the Additional Functions screen:**

  ❑ The Start Up screen is displayed until the machine is ready to scan.

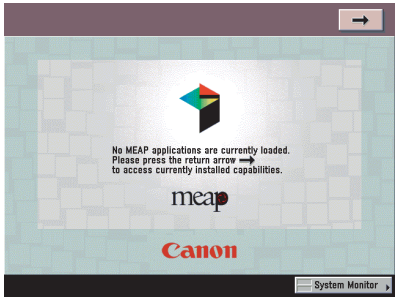


  ❑ After the Start Up screen disappears, the MEAP Start Up screen is displayed. (The background colour of the screen is changed to brown.)



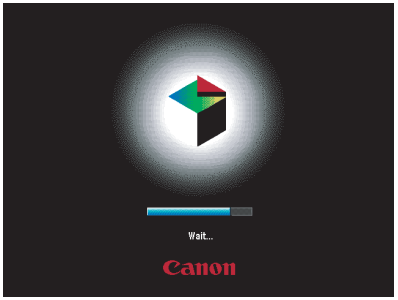
  Press [→] to switch to the Basic Features screen.

  ❑ The MEAP Basic Features screen is displayed.

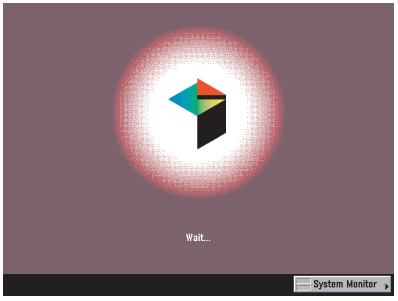


● **If login authentication by the SDL or SSO login service is set:**

❑ The Start Up screen is displayed until the machine is ready to scan.



❑ After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Initial Function settings. (The background colour of the screen is changed to brown.)

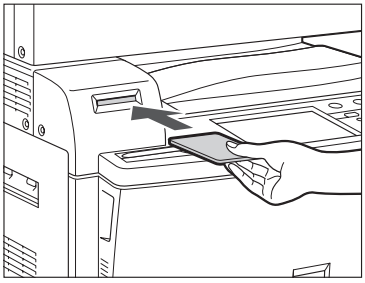


IMPORTANT

- *If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.*
- *Do not turn the main power OFF if the optional Color Universal Send Kit or Super G3 FAX Board, and Resolution Switching Board are attached, and you want to be able to send or receive I-fax or fax documents. Sending or receiving I-fax or fax documents cannot be done when the power is turned OFF.*
- *If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.*

5 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

- **If the message <You must insert a control card.> appears:**
  - ❑ Insert a control card into the optional Card Reader-D1.

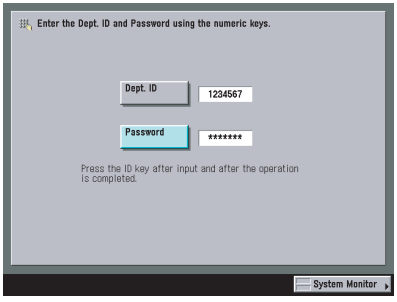


The Basic Features screen is displayed.

NOTE

- *If the optional Card Reader-D1 is not attached, this message will not appear.*
- *For instructions on using the optional Card Reader-D1, see "Card Reader-D1," on p. 3-24.*

- **If the message <Enter the Dept. ID and Password using the numeric keys.> appears:**
  - ❑ Press [Dept. ID] → enter the Department ID using 0 - 9 (numeric keys).
  - ❑ Press [Password] → enter the password using 0 - 9 (numeric keys).
  - ❑ Press ID.

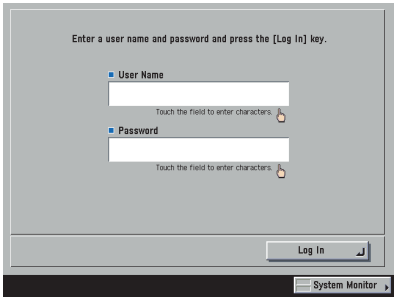

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

The Basic Features screen is displayed.

NOTE

For instructions on entering the Department ID and password, see "Entering the Department ID and Password," on p. 2-33.

- **If the message <Enter a user name and password and press the [Log In] key.> appears:**
  - ❑ Press [User Name] → enter the user name → press [OK].
  - ❑ Press [Password] → enter the password → press [OK].
  - ❑ Press [Log In].


Enter a user name and password and press the [Log In] key.
User Name
Touch the field to enter characters.
Password
Touch the field to enter characters.
Log In
System Monitor

The SDL Screen

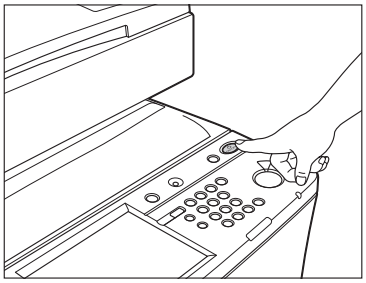
The Basic Features screen is displayed.

NOTE

For instructions on how to enter the user name and password on the MEAP authentication screen, see "Using a Login Service," p. 2-36.

Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- *The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.*
- *It takes about six minutes for the machine to recover, after the Sleep mode is deactivated.*
- *If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.*

System Settings

Description Clause

It is necessary to set up the machine before using it on a network, as a printer, or with the Fax function.

To set up the machine, refer to the following guides or sections for instructions:

■ Connecting the Machine to the Network
See the *Network Quick Start Guide*.

■ Setting Up the Network
See the *Network Guide*.

■ Installing the Printer Driver
See the *PS Driver Guide, PCL Driver Guide*, *UFR Driver Guide*, or *Mac PS Driver Guide*.

■ Using the Send Function
See the *Sending and Facsimile Guide*.

■ Using the Fax Function
See the *Sending and Facsimile Guide*.

■ Date and Time Settings
See "Current Data and Time," on p. 6-29.

■ System Manager Settings
See "Specifying the System Manager Settings," on p. 6-2.

Basic Operations

CHAPTER 2

This chapter describes the main features and basic operations of the machine.

What This Machine Can Do 2-2

Overview of the CLC3220/iR C3220N 2-6
- The Touch Panel Display 2-6
- Adding New Functions 2-10
- Specifying Settings 2-12
- Functions That Conserve Power 2-13
- Checking, Changing, and Cancelling Print Jobs 2-15
- Displaying a Help Screen 2-17
- Reading Messages from the System Manager 2-19
- Other Useful Functions 2-21

Using the Touch Panel Display 2-24
- Frequently Used Keys 2-24
- Touch Panel Key Display 2-25
- Adjusting the Brightness 2-27

Entering Characters from the Touch Panel Display 2-28
- Alphanumeric Characters 2-28
- Symbols 2-30
- Values in Inches 2-32

Entering the Department ID and Password 2-33

Using a Login Service 2-36

Placing Originals 2-40
- Document Sizes 2-40
- Orientation 2-41
- Platen Glass 2-42
- Feeder (DADF-K1) 2-46

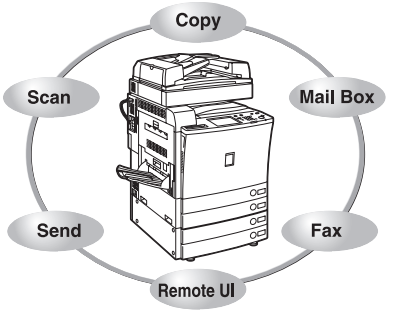
Making Prints Using the Stack Bypass 2-49

Multifunctional Operations 2-62

Available Paper Stock 2-64

What This Machine Can Do

All the elements you will ever need in a colour digital multitasking machine.



The CLC3220/iR C3220N incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the CLC3220/iR C3220N represents the ultimate in digital multitasking machines.

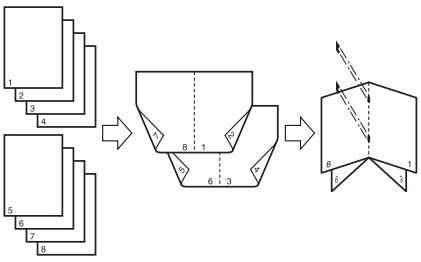
Copying (optional)*

See the *Copying and Mail Box Guide*

In addition to normal copying functions, convenient new functions, such as "Sample Set" which helps to avoid copy errors, "Booklet" for making copies into booklets, and "Different Size Originals" for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

The Copy function corresponds to both colour and monochrome.

*The optional Color Image Reader-C1 is required.

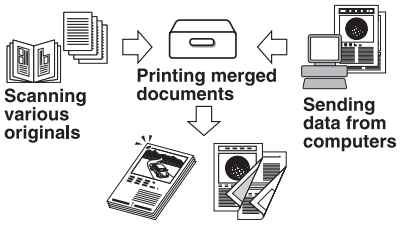


Mail Box Function

See the *Copying and Mail Box Guide*

The Mail Box function enables you to save image or document data that has been scanned from the scanner unit, or created on a PC and sent to the machine's internal hard disk. The saved data can be printed at a specified time, or merged with separately saved data or data created on a PC for simultaneous processing.

The Mail Box function corresponds to both colour and monochrome.



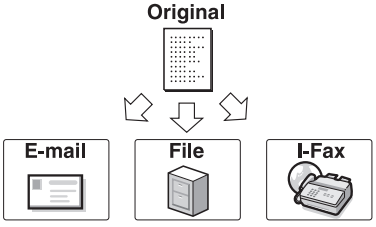
Sending Function (optional)*

See the *Sending and Facsimile Guide*

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (PDF, TIFF, and JPEG), which offer you greater flexibility in accommodating digital workplace environments.

Transmission corresponds to both colour and monochrome. I-fax however, regardless of whether you are receiving or sending, is always in black-and-white.

*The optional Color Universal Send Kit and Resolution Switching Board are required. Also, the optional Color Image Reader-C1 must be attached.

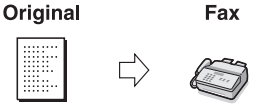


Faxing (optional)*

See the *Sending and Facsimile Guide*

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. In a mobile environment, you can also receive faxes remotely from the machine outside of the office. If the optional Super G3 FAX Board, Resolution Switching Board, and Fax Driver are installed, you can send facsimiles from your computer. Fax sending and receiving are only possible in monochrome.

*The optional Super G3 FAX Board and Resolution Switching Board are required. Also, the optional Color Image Reader-C1 must be attached.



Printing (optional)*

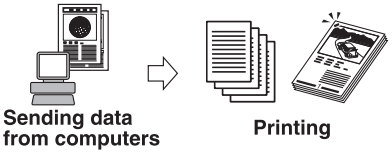
See the *PS/PCL/UFR Printer Guide*

iR C3220N comes with the colour printing feature utilizing UFR (Ultra Fast Rendering) Technology, which offers you PS/PCL compatible printing capabilities at maximized speeds.

The colour printing feature becomes available in CLC3220 if the optional Color Network Printer Unit is installed. Color Network Printer Unit enables you to use the machine not only as a PostScript printer when loaded with Adobe PostScript 3 software, however also as an emulation printer of PCL5.

Color Network Printer Unit can efficiently output various data types including large and complex files (such as combining colour graphics, photos, and text), Adobe PostScript 3 files, detailed graphics, etc.

* The optional Color Network Printer Unit can only be installed in CLC3220.

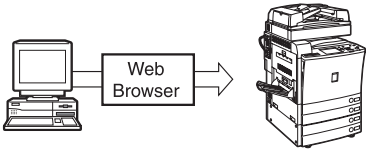


Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine, job operations, and printing instructions for data saved in inboxes, all from your PC's web browser.

The CLC3220/iR C3220N come with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the CLC3220/iR C3220N can be controlled and set up through the Remote UI and network. Also, you can use the Remote UI to fax from your PC using the Ethernet connection. For instructions on configuring the Ethernet port, see the *Network Guide*.

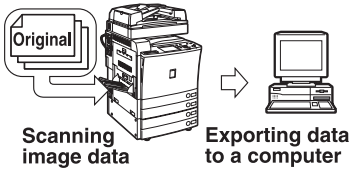


Scanning (optional)*

See the *Color Network ScanGear User's Guide*

Scanning image data into computers is a function that is available only if the CLC3220/iR C3220N is upgraded with printer and network capabilities. You can scan images of up to A3 in size at a resolution of 600 x 600 dpi.

*The optional Color Image Reader-C1 is required. In the case of CLC3220, the optional Color Network Printer Unit must be installed as well.



Network Interface

See the *Network Guide*

This machine can be connected to a network by using Ethernet (standard-equipped) or Token Ring (optional). Connecting to a network enables you to use utility software including Remote UI, NetSpot*, NetSpot Console*, etc. By using NetSpot, you can manage and make various settings for the printers and copiers connected to a network. Also, using NetSpot Console enables you to perform the same operations as NetSpot from a browser.

* NetSpot and NetSpot Console can be installed from the CD-ROM that comes with the machine, or can be downloaded from our Web site (http://www.canon.com).

Overview of the CLC3220/iR C3220N

Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize almost all of the functions of this machine.

CAUTION

Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

IMPORTANT

- *You can use the copying, sending, faxing, and network scan functions only if the optional Color Image Reader-C1 is attached.*
- *You can scan an original using the Mail Box function only if the optional Color Image Reader-C1 is attached.*

NOTE

Before using the touch panel display, peel off the protective film from the display.

The Touch Panel Display

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key for the desired function. The area on the bottom of the touch panel display is used for messages that indicate the status of the machine. The System Monitor key, which enables you to check the status of the various devices, jobs, and consumables, is also displayed here.

Switching the Functions Indicated on the Touch Panel Display

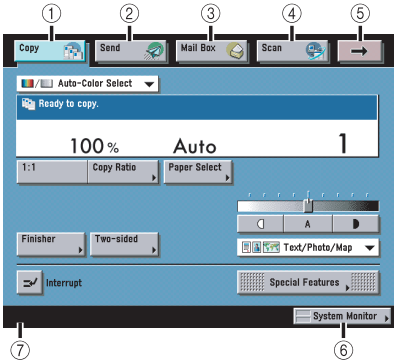
After the power is turned ON, the following screen appears on the touch panel display. You can press [Copy], [Send], [Mail Box], [Scan], or [System Monitor] to change functions. (See "Initial Function at Power ON," on p. 4-17.)
To display other functions, such as MEAP (Multifunctional Embedded Application Platform) applications if they are installed, press [→].

NOTE

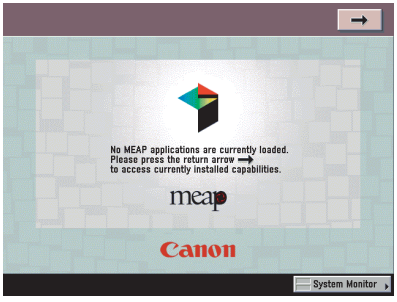
- *[Send] appears if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or only the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed. If only the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed, [Fax] appears.*
- *[Scan] appears only if the optional Color Image Reader-C1 and Color Network Multi-PDL Printer Kit (standard-equipped in iR C3220N), or Color Image Reader-C1 and Color Network Printer Unit are installed.*
- *[Printer] appears only if the optional Color Network Printer Unit is installed in CLC3220.*
- *You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send or Fax, Mail Box, MEAP, or System Monitor screen.*

■ Keys Display on the Touch Panel Display

The Copy Basic Features screen is shown as an example below.



Page 1 of the Basic Features Screen (Group A)



MEAP Basic Features Screen

Page 2 of the Basic Features Screen (Group B)

① **Copy**
Press this key to access the machine's copying functions. (See Chapter 1, "Introduction to the Copying Functions," in the *Copying and Mail Box Guide*.)

② **Send**
Press this key to access the machine's sending and facsimile functions if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board, or Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed. (See Chapter 1, "Introduction to Sending and Fax Functions," in the *Sending and Facsimile Guide*.)

③ **Mail Box**
Press this key to access the machine's mailbox functions. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

④ **Scan**
Press to use the network scan function. (See the *Color Network ScanGear User's Guide*.)

⑤ **→**
Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Settings for Function Order in Common Settings (from the Additional Functions screen). (See "Function Order," on p. 4-19.)

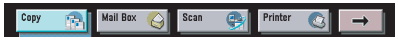
⑥ **System Monitor**
Press this key to change, check, or cancel jobs, and to check or print the job log. (See Chapter 5, "Checking Job and Device Status.")

⑦ **Job/Print Status Display Area**
The progress of jobs and copy operations, and the status of devices and consumables are displayed here.

⑧ **Printer**
Press this key to access the machine's printing functions.

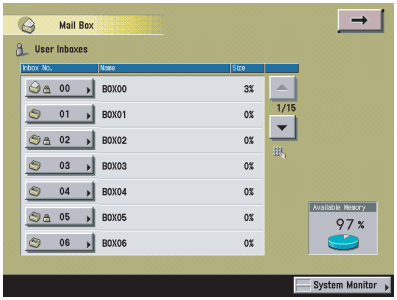
Various Touch Panel Display Screens

The top of the touch panel display may differ according to the optional equipment attached to the machine.

Attached Optional Equipment	Displayed Function Keys
Color Image Reader-C1 (Only CLC3220)	
Color Image Reader-C1 and Color Network Multi-PDL Printer Kit (initial status of iR C3220N)	
Color Image Reader-C1 and Color Network Printer Unit	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Color Universal Send Kit, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Color Universal Send Kit, and Resolution Switching Board	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board	

NOTE

The touch panel display when no optional equipment is attached is shown below.



Adding New Functions

This machine is compliant with MEAP (Multifunctional Embedded Application Platform). MEAP is a system that enables you to install Java applications using an embedded Java platform. MEAP enables you to do the following.

■ Installing/Uninstalling the Application

By installing MEAP compliant applications, you can utilize new functions. You can also uninstall the applications.

NOTE

For instructions on how to install and uninstall MEAP compliant applications, see the MEAP SMS Administrator Guide.

■ License Management

This function enables you to manage licenses which are necessary when installing MEAP applications. For each application, you can set the terms of validity and impression limits for Scan, Print, or Copy jobs.

NOTE

For details on obtaining licenses, contact your local authorized Canon dealer.

■ User Management and Restriction Using Login Service

A login service manages data relating to users using the machine. The following three login services are available:

- Default Authentication

  If Department ID Management in System Settings (from the Additional Functions screen) is set to 'On', only the users who enter the correct Department ID and password (up to seven digits for each) can gain access to the machine. (See "Department ID Management," on p. 6-4.)

- SDL (Simple Device Login)

  A login service that is linked to the Department ID function of this machine. You can register user information from a web browser, such as user names and login names corresponding to a specific Department ID. (See the *MEAP SMS Administrator Guide*.)

- SSO (Single Sign-On)

  A login service that is linked to the domain controller in a Windows Active Directory environment, and performs authentication for connecting to the network domain while a user logs on to the machine.(See the *MEAP SMS Administrator Guide*.)

IMPORTANT

To use SSO, it is necessary to install Security Agent on a DNS server which is managed by Windows Active Directory. Security Agent is supplied on the accompanying CD-ROM. For information on how to install Security Agent, see the Readme.pdf file on the CD-ROM.

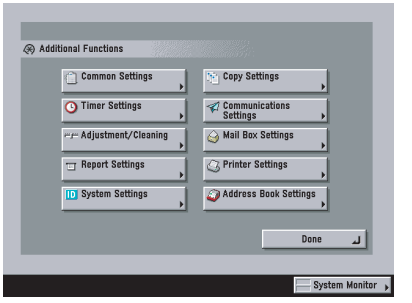
NOTE

Default Authentication is set to a usable state as the default. For instructions on how to select and set a login service, see the MEAP SMS Administrator Guide.

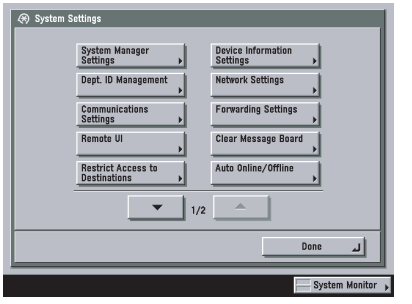
Specifying Settings

The Additional Functions screen appears when you press ⚙. The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this manual, see the following manuals:

- Copy Settings: The *Copying and Mail Box Guide*
- Communications Settings and Address Book Settings: The *Sending and Facsimile Guide*
- Mail Box Settings: The *Copying and Mail Box Guide*
- Printer Settings: The *PS/PCL/UFR Printer Guide*
- Network Settings: The *Network Guide*



The Additional Functions Screen



The System Settings Screen

IMPORTANT

Several items may not be displayed if the optional Color Image Reader-C1 is not attached.

NOTE

- *Settings made from the Additional Functions screen are not changed even if you press .*
- *For instructions on customizing settings, see Chapter 4, "Customizing Settings."*
- *For instructions on specifying System Settings, see Chapter 6, "System Manager Settings."*
- *For instructions on specifying Printer Settings, see the PS/PCL/UFR Printer Guide.*
- *For instructions on specifying Network Settings, see the Network Guide.*
- *[Communications Settings] and [Address Book Settings] are displayed on the Additional Functions screen only if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board, or Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.*
- *[Communications Settings], [Forwarding Settings], [Restrict Access to Destinations], and [Register LDAP Server] are displayed on the System Settings screen only if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board, or Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.*
- *[Auto Online/Offline] is displayed on the System Settings screen only if the optional network scan function is installed.*

Functions That Conserve Power

You can conserve power efficiently using the following modes when the machine is not being used.

NOTE

- *The touch panel display turns OFF when the machine enters one of the energy saving modes.*
- *The machine can continue to receive I-fax or fax documents, and process or print data sent from computers even if it is in one of the energy saving modes described below.*

■ Auto Sleep Mode

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again.

NOTE

- *The machine may not enter the Sleep mode completely depending on the status and type of the installed MEAP applications.*
- *Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.*
- *The time it takes for the machine to automatically enter the Sleep mode can be set from 10 minutes to 4 hours. The default setting is '1 hour'. (See "Auto Sleep Time," on p. 4-51.)*
- *If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.*

■ Energy Saver Mode

The Energy Saver mode conserves energy by lowering the temperature of the fixing unit when the machine is not used for a prolonged period of time. You can set the machine to enter the Energy Saver mode by pressing ◎. To reactivate the machine, press ◎ again.

NOTE

The Energy Saver mode's energy conservation level can be set to '-10%', '-25%', '-50%', or 'None'. The default setting is '-10%'. (See "Energy Saver Mode," on p. 4-28.)

■ Low-Power Mode

The Low-Power mode conserves energy by turning OFF the control panel and the fixing unit when the machine is idle for a certain period of time after the last print job or a key operation is performed. ◎ maintains a steady green light while the machine is in the Low-Power mode. To reactivate the machine, press ◎.

NOTE

The time it takes for the machine to automatically enter the Low-Power mode can be set from 10 minutes to 4 hours. The default setting is '15 minutes'. (See "Low-Power Mode Time," on p. 4-53.)

■ Daily Timer

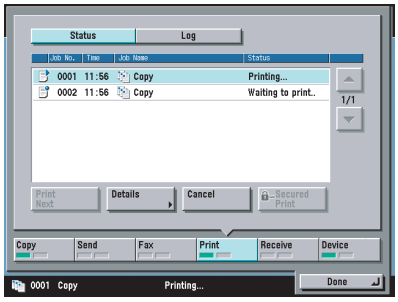
The machine automatically enters the Sleep mode at the specified time and day of the week set with the daily timer. To reactivate the machine, press the control panel power switch.

NOTE

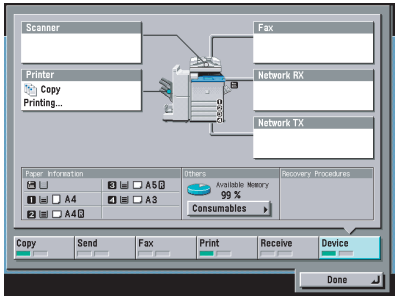
The Daily Timer settings can be set from Sunday to Saturday and 00:00 to 23:59. (See "Daily Timer Settings," on p. 4-52.)

Checking, Changing, and Cancelling Print Jobs

The System Monitor screen enables you to check the status of the machine, cancel print jobs, or specify the printing priority.



The System Monitor Screen (Print)



The System Monitor Screen (Device)

NOTE

- *For instructions on checking the status of Copy, Fax, and Send jobs, see Chapter 5, "Checking Job and Device Status," in this manual, and Chapter 8, "Checking/Changing the Send/Receive Status," in the Sending and Facsimile Guide.*
- *The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below:*

Icon (Type of Job)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Printer Job
	Report Job
	Network Scan Job
	Additional Functions Job

Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge
	Replace Waste Toner Container

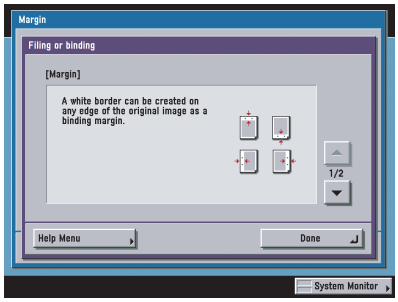
Displaying a Help Screen

Pressing ? brings up a guidance screen with information about the various features that are available with your machine.

■ Usage Help

Pressing ? after selecting a mode brings up a guidance screen with an explanation of that mode. Use this help function if you do not understand how to use the mode that you are setting.

In this example, the Margin mode has been selected. If you press ? after pressing [Special Features] → [Margin], the Help Function screen appears as shown below.



The Help Function Screen

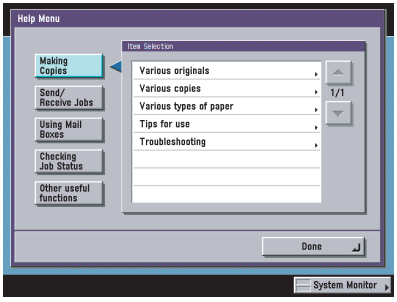
To display the Help Menu screen, press [Help Menu].

To return to the screen for setting the Margin mode, press [Done].

■ Help Menu

To find the right mode for your particular needs or to find a simple description of a mode, press ? while the Basic Features screen or Special Features screen is displayed. The Help Menu screen appears on the touch panel display, as shown below.

For example, if you are copying photo originals:



The Help Menu Screen

1 **Press [Making Copies] → [Various originals].**

2 **Press [Photo original] or [Text & Printed image contained] → press [▼] or [▲] to read the detailed information on the selected mode.**

3 **Press [Done] to return to the Various Originals screen.**

4 **Press [Done] to return to the Help Menu screen.**

Reading Messages from the System Manager

The System Manager uses the Message Board feature of the machine to convey messages to the users of this machine. The messages are sent through the Remote User Interface and displayed on the touch panel display. (See Chapter 3, "Customizing Settings," in the *Remote UI Guide*.)

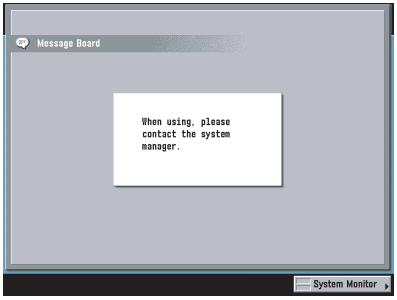
NOTE

- *The message board can be used only if the machine is connected to a network.*
- *For instructions on erasing the message board, see "Clearing the Message Board," on p. 6-26.*

Types of Message Boards

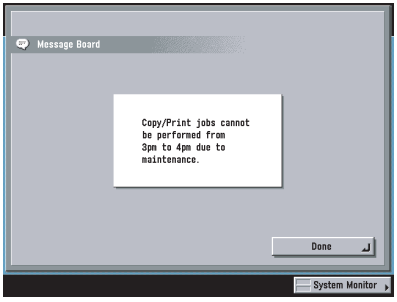
The following three types of message boards are available:

■ A Message Board without [Done]



■ A Message Board with [Done]

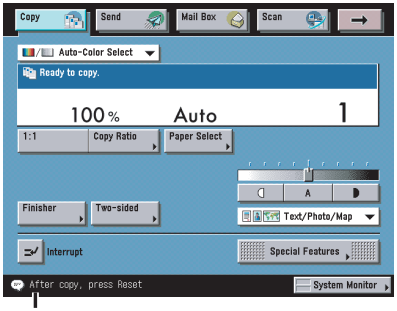
If you press [Done] and close the message board, you can perform normal operations. The message appears again when the main power is turned OFF, and then turned back ON again, or after the Auto Clear mode has activated.



NOTE

The Auto Clear mode does not activate if Auto Clear Time is set to '0'. (See "Auto Clear Time," on p. 4-52.)

■ A Message Board Where the Message Appears in the Job/Print Status Display Area



Job/Print Status Display Area

Other Useful Functions

Other useful functions are:

■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

You can set whether a paper drawer is subject to Auto Drawer Switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Auto Paper Selection/ Auto Drawer Switching," on p. 4-23.)

■ Auto Clear

If the machine is not used for a period of about two minutes after the last print job or a key operation is performed, the machine automatically restores the standard settings.

NOTE

You can set the Auto Clear Time from 0 to 9 minutes, in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. 4-52.)

■ Job Duration Display

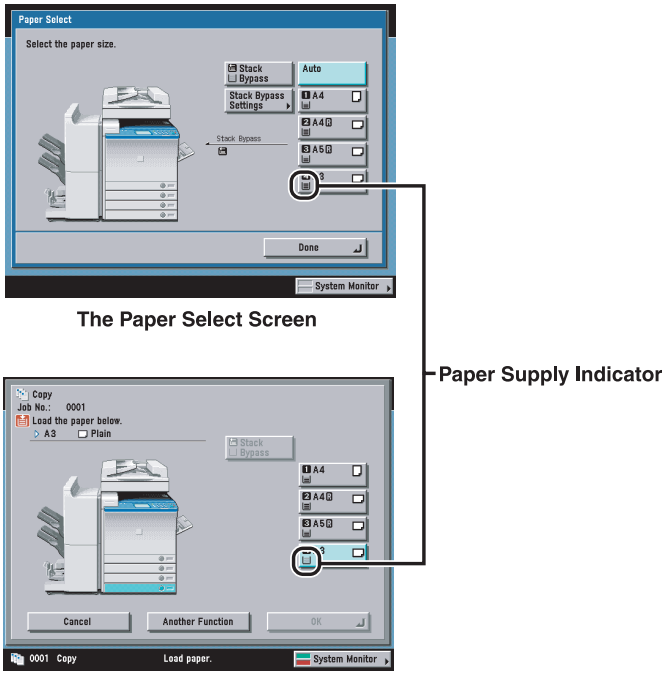
If you set Job Duration Display to 'On' in Copy Settings (from the Additional Functions screen), the display shows the time duration before a copy job completes.

NOTE

- *Even if Job Duration Display is set to 'On', the job duration time is not displayed when:*
  - *the wait time is less than one minute.*
  - *the Different Size Originals mode is set with the 1 ▸2-Sided or 2 ▸2-Sided mode.*
  - *heavy paper or transparency is selected as the paper type.*
  - *paper is fed from the stack bypass.*
- *If the Staple mode is specified, the discrepancy between the displayed waiting time and the actual waiting time may increase.*

■ Paper Supply Indicator

The paper supply indicator shows the remaining amount of paper in each paper drawer on the Paper Select screen and on the screen that appears when paper in a paper drawer has run out during printing. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)



The Paper Select Screen

Display When Paper Has Run Out

There are four different paper supply indicators, as shown below:

Display	Remaining Paper
	Paper drawer is approximately 50% - 100% full.
	Paper drawer is approximately 10% - 50% full.
	Paper drawer is less than 10% full.
	Paper drawer is empty.

■ Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image does not fit onto the paper after it is rotated, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals, Cover/Sheet Insertion, Staple (Double), Transparency Interleaving, Area Designation (Framing), XY Zoom, Shift, and Image Repeat modes are set, or a nonstandard paper size is specified. (See Chapter 7, "Customizing Settings," in the *Copying and Mail Box Guide*.)

Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.

CAUTION

Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

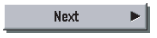
NOTE

Before using the touch panel display, peel off the protective film from the display.

Frequently Used Keys

The following keys on the touch panel display are used frequently:

Press to cancel the mode that you are currently setting, or a mode that has already been set.



Press to confirm the current settings and proceed to the next step in the procedure.

Press to go back to the previous step in the procedure, without saving the current settings.

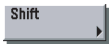
Press to close the current screen.

Press to confirm the current settings of a mode.

Touch Panel Key Display

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become greyed out. You cannot press keys that are greyed out. This means that you cannot set these modes in combination with the presently set mode.

■ Mode Setting Keys

State of Keys	Description
	The Shift mode is not set, and can be selected.
(The key is highlighted)	The Shift mode is set, and can be selected.
(The characters on the key are grayed out.)	The Shift mode cannot be set in combination with the presently set mode.

■ Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On
	(Checked)
	(Highlighted)

Keys that have a right triangle (▶) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle (▶) it turns that mode on or off.

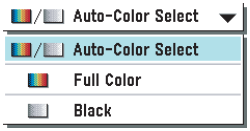
Keys That Display Additional Settings	Keys That Turn Modes On/Off

Keys that have a coloured triangle (◢) in the lower right corner and that appear on screens for storing settings, are keys that already have settings stored in them.

Settings Are Stored	No Settings Are Stored

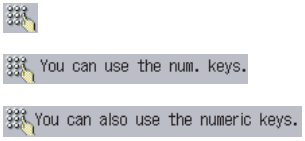
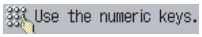
■ Keys That Display a Drop-Down List

Pressing a key that has a down triangle (▼) to the right of the name of the selection, displays a drop-down list containing other setting options.

Before Selection	Drop-Down List	After Selection
		

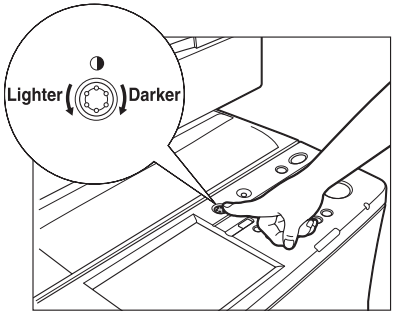
■ Numeric Keys

Anytime the numeric keys icon is displayed on the screen, you can use the numeric keys on the control panel to enter values.

	You can enter values using the numeric keys on the touch panel display or the control panel.
	You can only enter values using the numeric keys on the control panel.

Adjusting the Brightness

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



NOTE

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

Entering Characters from the Touch Panel Display

For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

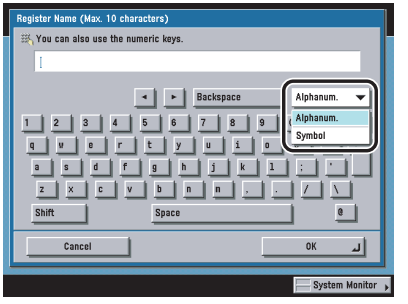
NOTE

When entering characters on the SDL or SSO authentication screen or in MEAP application functions, the screen you actually see may be different.

Alphanumeric Characters

Example: Enter <Canon>.

1 To enter alphanumeric characters, make sure that <Alphanum.> is displayed on the entry mode drop-down list.



2 Enter <Canon>.

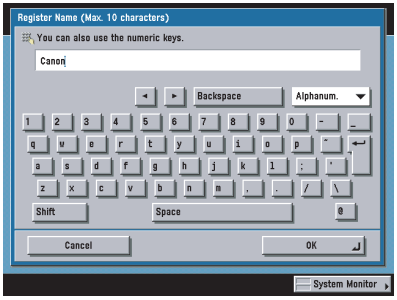
To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter symbols, press the entry mode drop-down list → select [Symbol] → enter the desired symbols.

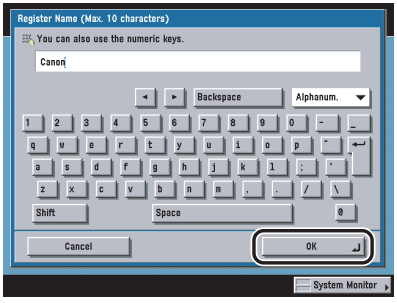
The characters you entered are displayed, as shown below.



NOTE

- *If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.*
- *To delete all of the characters you have entered, press [C].*
- *The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.*

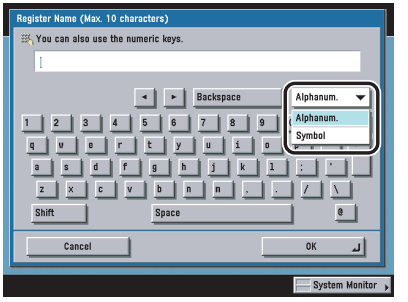
3 When you have entered all characters, press [OK].



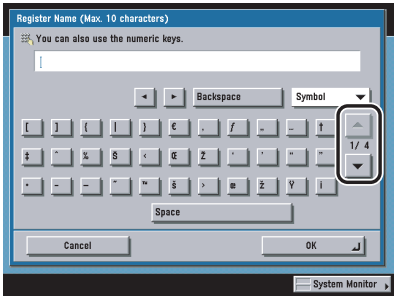
Symbols

Example: Enter <é>.

1 Press the entry mode drop-down list → select [Symbol].



2 Press [▼] or [▲] to display the desired symbol that you want to enter.



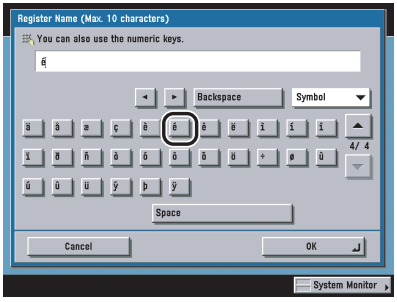
3 Press [é].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter alphanumeric characters, press the entry mode drop-down list → select [Alphanum.] → enter the desired characters.

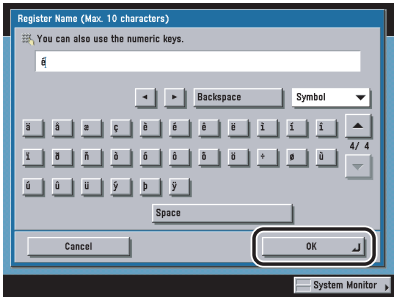
The characters you entered are displayed, as shown below.



NOTE

- *If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.*
- *To delete all of the characters you have entered, press* C.
- *The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.*

4 When you have entered all characters, press [OK].

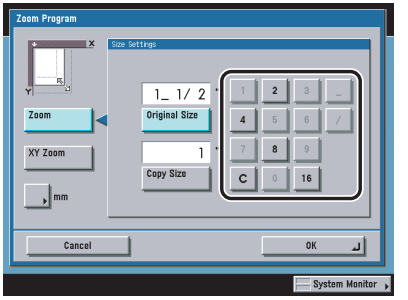


Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. 4-22.) You can then enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The following example shows you how to enter 1 1/2" for Original Size in the Zoom Program mode.

1 Press [1] → [_] → [1] → [/] → [2] using the numeric keys on the touch panel display.



The entered values are displayed, as shown above.

NOTE

- *If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.*
- *You can enter only 2, 4, 8, or 16 as the denominator.*
- *The value entered in inches is converted to millimetres by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.*
- *To enter values in millimetres, press [mm].*

Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before using this machine.

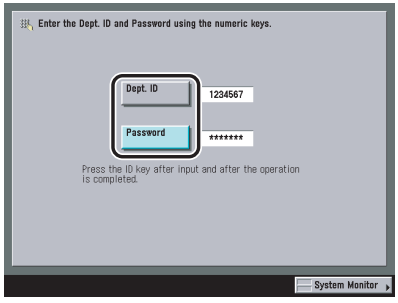
NOTE

- *For instructions on setting the Department ID and password, see "Department ID Management," on p. 6-4.*
- *If you are using a control card for Department ID management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See "Card Reader-D1," on p. 3-24.)*
- *The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.*
- *If you are using a MEAP applications to manage user authentication, and SDL or SSO is set as the login service, the following procedure is not necessary. (See "Using a Login Service," on p. 2-36.)*

1 Use 0 - 9 (numeric keys) to enter your Department ID and password.

❑ Press [Dept. ID] → enter your Department ID.

❑ Press [Password] → enter the password.


Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

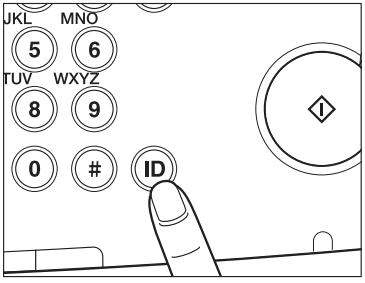
If no password has been set, proceed to step 2.

The numbers that you enter for the password are displayed as asterisks (*******).

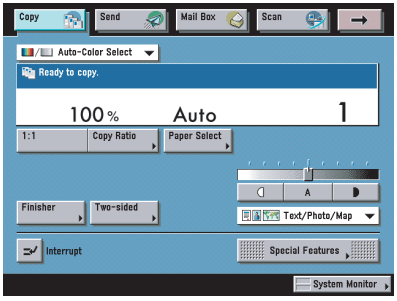
NOTE

If you make a mistake when entering the Department ID or password, press C → enter the correct values.

2 Press ID.



The Basic Features screen of the selected function appears on the touch panel display.

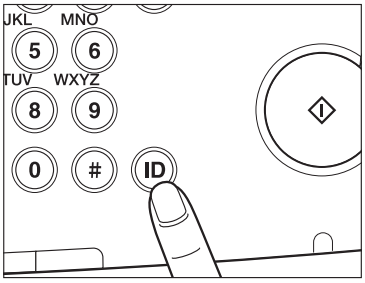


NOTE

If the Department ID or password that you entered is incorrect, the message <This number has not been stored. Enter the number again.> appears. Repeat this procedure from step 1.

3 When your operations are complete, press ID on the control panel.

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-D1," on p. 3-24.)



The screen for entering the Department ID and password appears.

NOTE

- *To perform operations again, you have to re-enter the Department ID and password.*
- *If you do not press ID after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.*
- *Even if you forget to press ID after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-52.)*
- *After pressing ID, all settings are cancelled, and the machine returns to the Standard mode.*

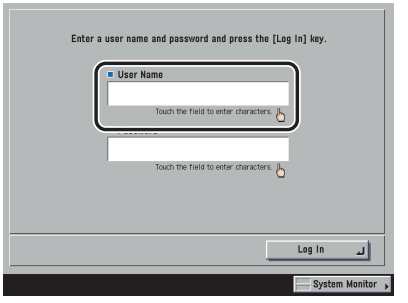
Using a Login Service

If you are managing the machine with a login service, such as SDL (Simple Device Login) or SSO (Single Sign-On), enter the user name and password before using this machine.

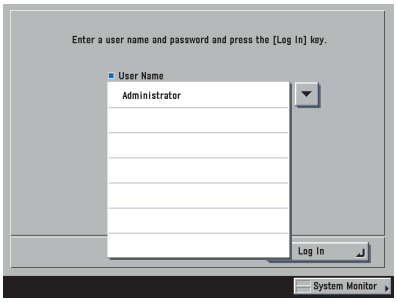
NOTE

- *SDL and SSO are used as examples to explain the procedure. However, if you are using a different login service, the login procedure may vary.*
- *For instructions on how to select and set a login service, see the MEAP SMS Administrator Guide.*
- *For instructions on how to register a user of SDL, see the MEAP SMS Administrator Guide.*
- *For instructions on how to register a user of SSO, contact your network administrator.*

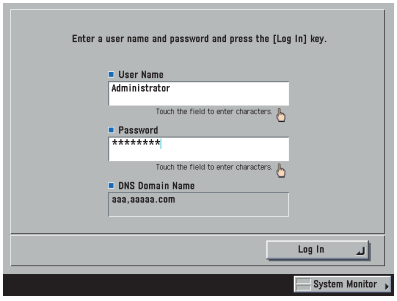
1 Press [User Name].


Enter a user name and password and press the [Log In] key.
User Name
Touch the field to enter characters.
Touch the field to enter characters.
Log In
System Monitor

If SDL or SSO is set as the login service, a drop-down list that contains a list of users who have previously logged on the system can be displayed.



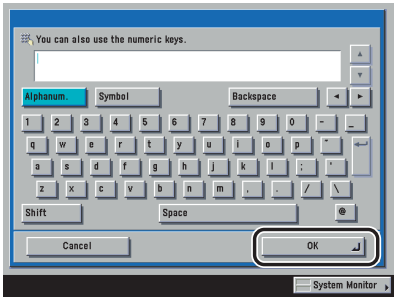
If SSO is set as a login service, the DNS domain name is also displayed.



IMPORTANT

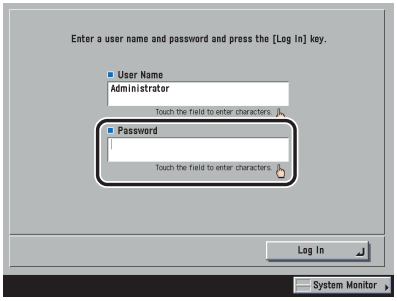
- *To use SSO, SA (Security Agent) is required.*
- *DNS domain names are fixed (displayed only), therefore you cannot enter them.*
- *If you are using Windows 2000 SP4 or earlier, and there is more than a 30 minute time difference between the current time set in the computer's registry using Windows Active Directory and the time set on the machine, an error occurs when you log on using SSO. To be able to log on using SSO, the current time on both the computer and the machine must match. For instructions on setting the current date and time of the machine, see "Current Data and Time," on p. 6-29.*
- *You must enter a user's login name that has been preregistered in Windows Active Directory to enter a user name for SSO authentication.*
- *You must use only alphanumeric characters, . (period), - (hyphen), and _(underscore) to enter a user name for SSO authentication.*

2 Enter the user name, and press [OK].

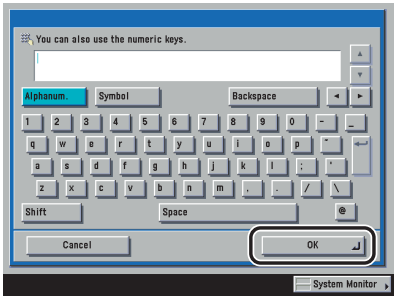


You can also enter values using ⓪ - ⑨ (numeric keys).

3 Press [Password].


Enter a user name and password and press the [Log In] key.
User Name
Administrator
Touch the field to enter characters.
Password
Touch the field to enter characters.
Log In
System Monitor

4 Enter the password, and press [OK].

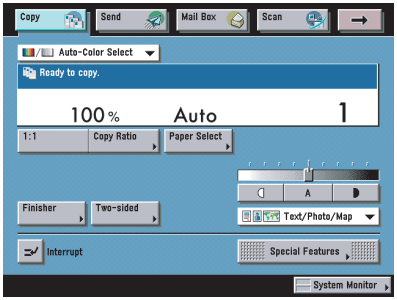


You can also enter the password using ⓪ - ⑨ (numeric keys).

5 Press [Log In].

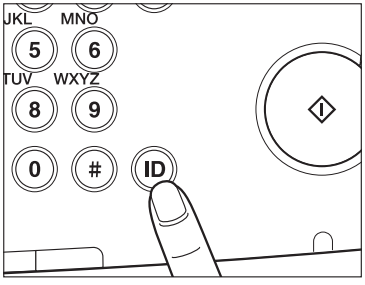
You can also log on by pressing ID.

The Basic Features screen of the selected function appears on the touch panel display.



If the user name or password that you entered is incorrect, a message appears prompting you to verify your user name and password. Repeat this procedure from step 1.

6 When your operations are complete, press ID on the control panel.



The screen for entering the user name and password appears.

NOTE

- *To perform operations again, you have to re-enter the user name and password.*
- *If you do not press ID after you are finished operating the machine, any subsequent copies made are added to the total of the user who previously logged on to the machine.*
- *Even if you forget to press ID after you are finished operating the machine, the screen for entering the user name and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-52.)*
- *After pressing ID, all settings are cancelled, and the machine returns to the Standard mode.*

Placing Originals

You can scan originals using this machine only if the optional Color Image Reader-C1 is attached.
Place your originals on the platen glass or in the feeder, depending on the size and type of the original, and the modes that you want to use.

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 4, "Special Copying and Mail Box Features," in the Copying and Mail Box Guide, and Chapter 4, "Special Scanning Features," in the Sending and Facsimile Guide.)

■ Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), originals of heavy or lightweight paper, and transparencies.

■ Feeder

Place the originals in the feeder when you want to scan several originals at the same time, and press ⊙. The machine automatically feeds the originals onto the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

Document Sizes

The size of the original is automatically detected, and the document is scanned. However, when sending a fax, if the output paper in the machine at the receiving end is not equal to the scanned size, the original image is either reduced in size to match the size of the output paper at the receiving end, or is divided into parts before being sent.

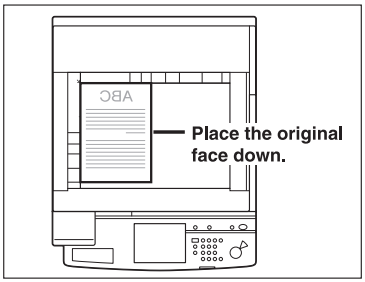
The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book.

In this case, specify the size at which you want to scan the original. (See Chapter 3, "Basic Scanning Feature," in the *Sending and Facsimile Guide*.)

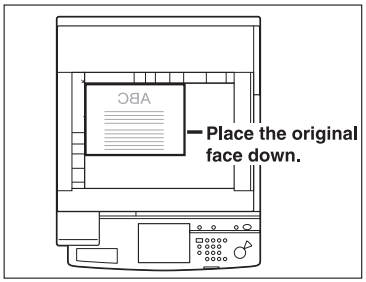
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or the back edge of the feeder.

Platen Glass

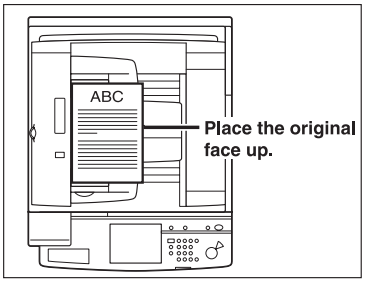


Vertical Placement

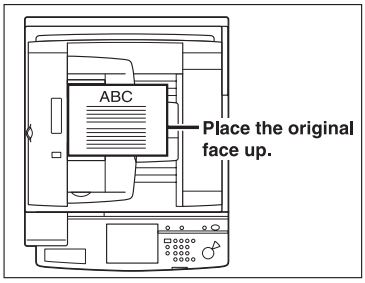


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- *If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the mode that you have set.*
- *Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. Place originals horizontally when copying with a Preset Zoom, such as when enlarging A4→A3.*
  - *Platen glass: A4, A5*
  - *Feeder: A4*
- *Horizontally placed A4 and A5 originals are referred to as A4R and A5R.*
- *A3 originals must be placed horizontally.*

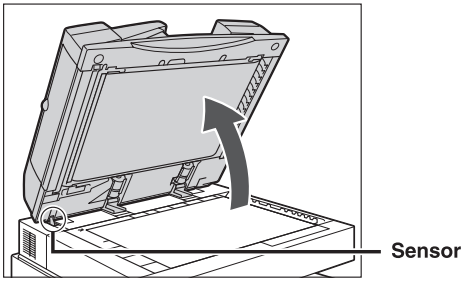
Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), originals of heavy or lightweight paper, and transparencies. You should also place originals onto the platen glass when you want to scan an A3 original with an image that extends all the way to the edges without the periphery of the original being cut off. (See Chapter 1, "Introduction to the Copying Function," Chapter 3, "Basic Copying and Mail Box Feature," in the *Copying and Mail Box Guide*, and Chapter 3, "Basic Scanning Feature," in the *Sending and Facsimile Guide*.)

NOTE

The machine automatically detects the size of the following originals: A3, A4, A4R, and A5.

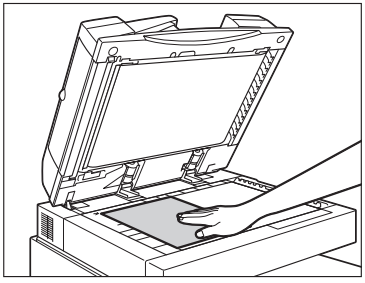
1 Lift the feeder/platen cover.



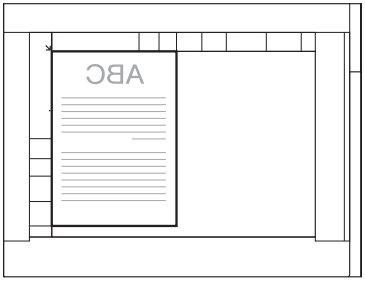
IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover about 300 mm so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 Place your originals face down.



The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

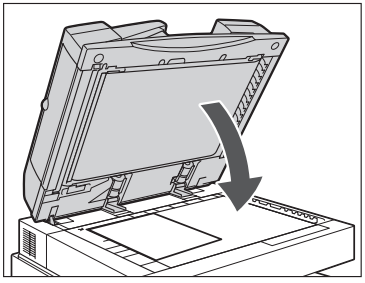


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an A4 or A5 original onto A3 paper, place the original horizontally on the platen glass, and align it with the A4R or A5R marks.

3 Gently close the feeder/platen cover.



CAUTION

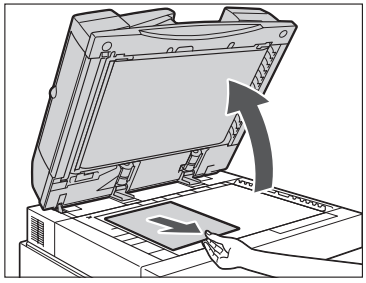
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to scan thick books. Doing so may damage the platen glass and result in personal injury.**

IMPORTANT

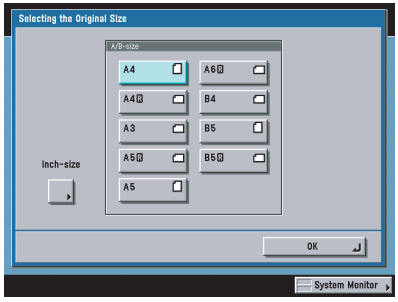
- *When using the platen glass to scan a bound original, such as a thick book, in the Auto-Color Select mode, press the book flat against the platen glass, leaving no space. Otherwise, a black-and-white original may be detected as a colour original.*
- *If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before scanning.*
- *If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until you are sure that the machine has finished scanning it.*

NOTE

- *Remove the original from the platen glass when scanning is complete.*



- *The size of A5R and A6R originals cannot be detected. After pressing OK, follow the instructions on the screen to specify the original size. You can also manually select the paper size.*



Feeder (DADF-K1)

You should use the feeder when you want to scan/copy several originals at the same time. Place the originals in the feeder and press ⊙. The machine automatically feeds the originals onto the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

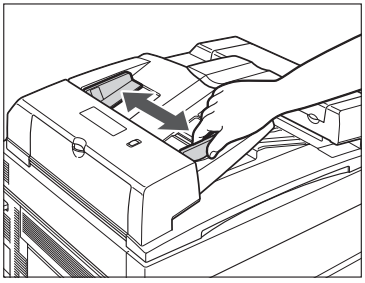
You can place the following originals in the feeder's original supply tray:

- Weight: 52 to 105 g/m^2
- Size: A3, A4, A4R, or A5
- Tray Capacity:
  - A3: 15 sheets (80 g/m^2)
  - A4 or A5: 30 sheets (80 g/m^2)

IMPORTANT

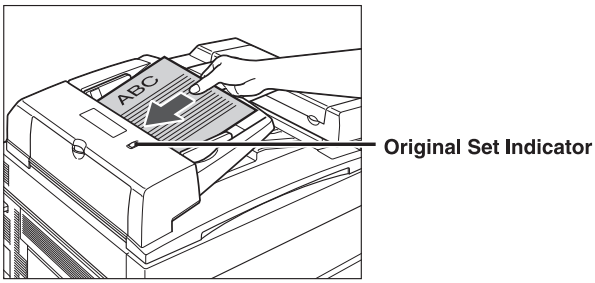
- *Thin originals may become creased, if used in a high-temperature or high-humidity environment.*
- *Do not place the following types of originals in the feeder:*
  - *Originals with tears or large binding holes*
  - *Severely curled originals or originals with sharp folds*
  - *Clipped or stapled originals*
  - *Carbon backed paper or other originals which might not feed smoothly*
  - *Transparencies and other highly transparent originals*
- *If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).*
- *If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "Automatic Feeder Cleaning," on p. 7-43.)*
- *Always smooth out any folds in your originals before placing them in the feeder.*

1 Adjust the slide guides to fit the size of your originals.



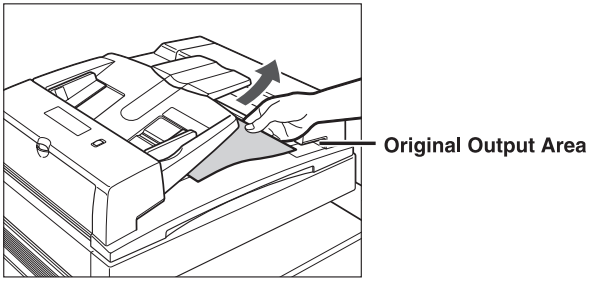
2 Neatly place your originals with the side to be scanned face up in the original supply tray.

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



IMPORTANT

- *Do not add or remove originals while they are being scanned.*
- *When scanning is complete, remove the originals from the original output area to avoid paper jams.*



NOTE

- *When you are enlarging an A4 original onto A3 paper, place the original horizontally.*
- *The scanned originals are output to the original output area in the order they are fed into the feeder.*
- *You can place different size originals together in the feeder if you set the Different Size Originals mode. (See Chapter 4, "Special Copying and Mail Box Features," in the Copying and Mail Box Guide, and Chapter 4, "Special Scanning Features," in the Sending and Facsimile Guide.)*

Making Prints Using the Stack Bypass

If you are making prints on tracing paper, labels, transparencies, nonstandard paper size stock, or envelopes, load the paper stock into the stack bypass.

IMPORTANT

- *Note the following points when using the stack bypass:*
  - *Paper Quantity: one to approximately 100 sheets (80 g/m^2, stack about 10 mm high)*
  - *Paper Size: 100 mm x 148 mm to 320 mm x 457 mm*
  - *Paper Weight: 64 to 253 g/m^2*
  - *Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 10 mm for normal paper, less than 5 mm for heavy paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.*
- *Do not load different size/type paper at the same time.*
- *Feed glossy paper one sheet at a time. Loading several sheets together may cause paper jams.*
- *Feed tracing paper one sheet at a time, and remove each sheet as it is delivered into the output tray. Loading several sheets of tracing paper together may cause paper jams.*
- *Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.*
- *If you are making two-sided prints, select the Two-sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.*
- *To print on the back side of preprinted paper, load the paper into the stack bypass and press [2nd Side of 2-Sided Page] on the paper selection screen that appears.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*
- *If you are printing on envelopes, do not allow more than 30 envelopes to accumulate in the output tray. Always empty the output tray once 30 envelopes have accumulated.*

- *If you select [Irreg. Size] for copying, you cannot use the Multi-Page Enlargement, Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Book ▸2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, or Tab Paper modes. If you want to specify the 1 ▸2-Sided or 2 ▸2-Sided mode when copying, make sure to set the paper size manually after specifying the Two-sided mode. The setting range is from 105 mm x 182 mm to 305 mm x 457 mm.*
- *If you select [Envelope] for copying or printing, you cannot use the Multi-Page Enlargement, Finisher, 1 ▸2-Sided, 2 ▸2-Sided, Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, or Tab Paper modes. (See Chapter 1, "Introduction to the Copying Functions," in the Copying and Mail Box Guide.)*
- *If you select [Irreg. Size] for printing documents stored in an inbox, you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Two-sided, or Booklet modes. (See Chapter 2, "Introduction to the Mail Box Functions," in the Copying and Mail Box Guide.)*
- *If you select [Envelope] when printing documents stored in an inbox, you cannot use the Finisher, Two-sided, Cover/Sheet Insertion, or Booklet modes. (See Chapter 2, "Introduction to the Mail Box Functions," in the Copying and Mail Box Guide.)*

NOTE

- *When scanning the following originals, you cannot use the Automatic Paper Selection mode. Use the Manual Paper Selection mode when scanning these types of originals:*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
- *Envelopes may be creased in the printing process.*
- *For high-quality printouts, use paper recommended by Canon.*

■ Standard Size

You can select standard A or B series paper, or inch paper.

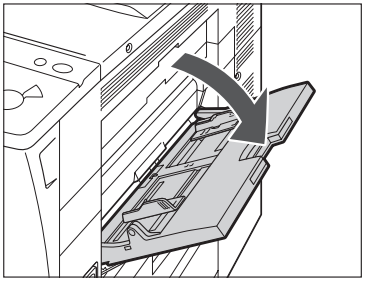
■ Irreg. Size

You can load nonstandard paper size (100 mm x 148 mm to 320 mm x 457 mm) paper.

■ Envelope

The following envelopes can be loaded into the stack bypass:
COM10 (104.7 mm x 241.3 mm), ISO-B5 (176 mm x 250 mm), Monarch (98.4 mm x 190.5 mm), ISO-C5 (162 mm x 229 mm), Kakugata 2 (240 mm x 332 mm), and Nagagata 3 (120 mm x 235 mm).

1 Open the stack bypass.



NOTE

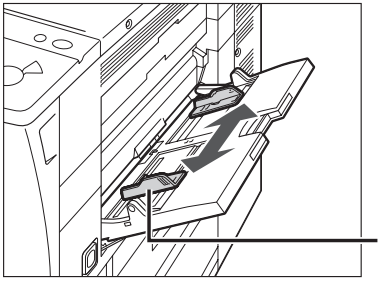
If the paper size you are going to load in the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-36.)

- **If the paper you want to specify is already loaded in the stack bypass:**
  - ❑ Press [Paper Select] → [Stack Bypass] → select the paper size and type loaded in the stack bypass.
  - ❑ Proceed to step 6.
- **If the paper loaded in the stack bypass is not the paper that you want to specify:**
  - ❑ Check to see if any job is reserved. (See "Checking Job Status," on p. 5-6.)

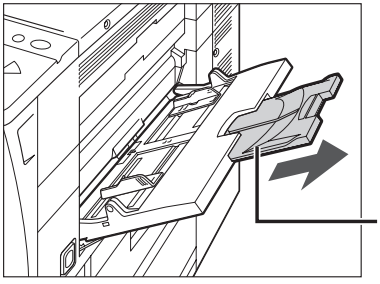
    If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 1, "Introduction to the Copying Functions," in the *Copying and Mail Box Guide*.)

    If there is no reserved job, remove any paper remaining in the stack bypass → continue the procedure from step 2.

2 Adjust the slide guides to match the size of the paper.

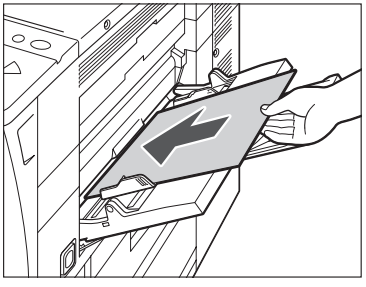


If you are feeding large size paper, pull out the auxiliary tray.



3 Load the paper into the stack bypass.

Make sure that the height of the paper stack does not exceed the limit mark (▼).

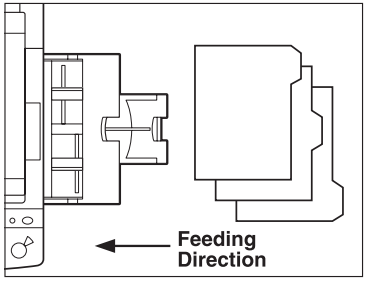


NOTE

- *If there are instructions on the paper package about which side of the paper to load, follow those instructions.*
- *When the paper is loaded into the stack bypass, the side facing up is the one printed on.*
- *If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-19.*

● **If you are loading tab paper into the stack bypass:**

❑ Load the tab paper into the stack bypass, as shown below.

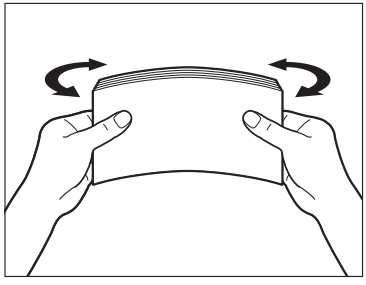


IMPORTANT

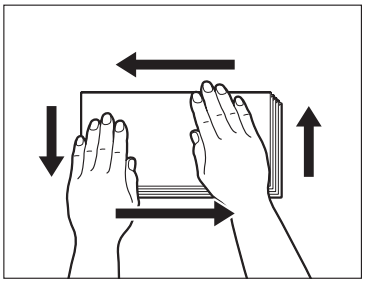
- *Make sure that the side to be printed on is placed face up.*
- *Make sure that the first sheet of tab paper to be printed on is placed on the top.*

● **If you are loading envelopes into the stack bypass:**

❑ Take five envelopes, loosen them as shown, and stack them together. Repeat this step five times for each set of five envelopes.



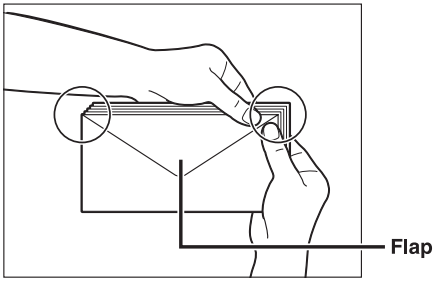
❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



IMPORTANT

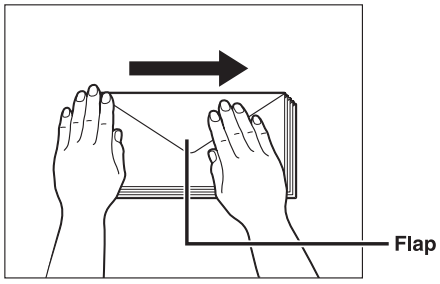
Take particular care to spread the envelopes out in the direction that they will be fed.

❑ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

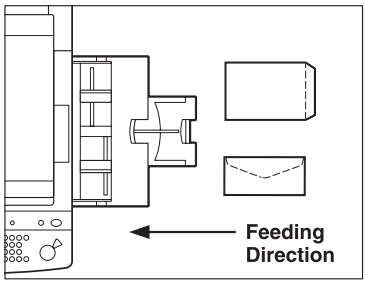


IMPORTANT

- *Do not print on the back side of the envelopes (the side with the flap).*
- *If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.*



❑ Load the envelopes, as shown below.

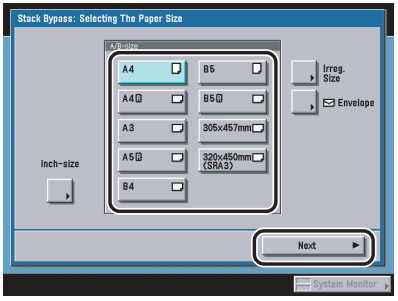


IMPORTANT

- *If you are making copies, set Image Orientation Priority in Copy Settings (from the Additional Functions screen) to 'On'. (See Chapter 7, "Customizing Settings," in the Copying and Mail Box Guide.)*
- *The stack bypass can load up to 20 envelopes at a time.*
- *Envelopes may be creased in the printing process.*

4 Select the desired paper size.

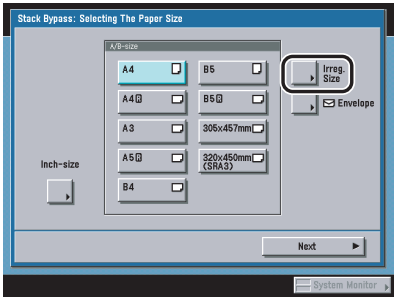
- **If you want to select a standard paper size:**
  - ❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

- **If you want to select a nonstandard paper size:**
  - ❑ Press [Irreg. Size].

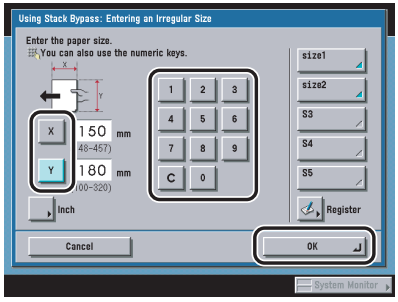


❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

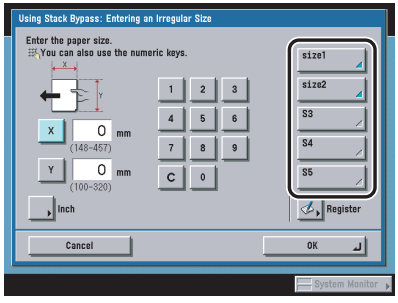
❑ Press [OK].



You can also use ⓪ - ⑨ (numeric keys), and Ⓒ to clear your entries.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

You can also select a size key ([S1] to [S5]) containing the paper size setting, instead of entering values.



The display returns to the paper size selection screen.

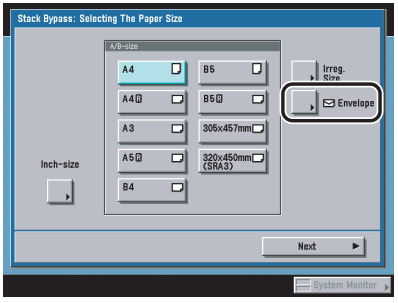
NOTE

- *To enter values in inches, press [Inch]. You must first specify to set Inch Entry in Common Settings (from the Additional Functions screen) to 'On'. (See "Inch Entry," on p. 4-22.)*
- *For instructions on entering values in inches, see "Values in Inches," on p. 2-32.*
- *If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.*
- *To select a paper size stored in a size key ([S1] to [S5]), you need to store the irregular paper size in the size key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. 4-41.*
- *The Register button is a shortcut key to the Registering Irregular Size for Stack Bypass mode in Common Settings (from the Additional Functions screen).*

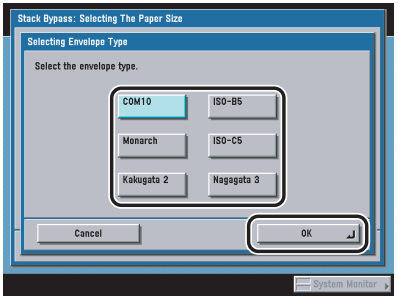
❑ Press [Next].

● **If you want to select an envelope size:**

❑ Press [Envelope].



❑ Select the envelope type → press [OK].



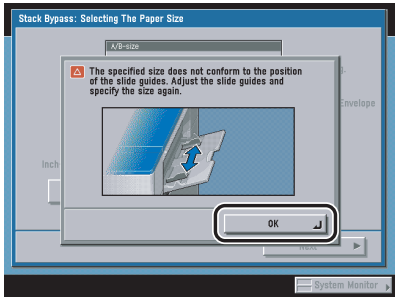
The display returns to the paper size selection screen.

IMPORTANT

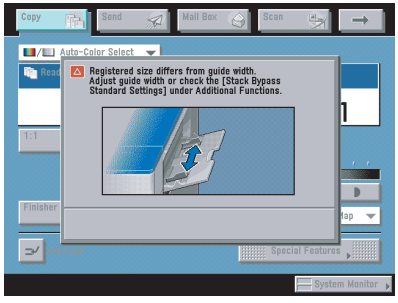
If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [OK] ➞ proceed to step 6.

If the following screen is displayed, adjust the width of the slide guides ➞ specify the envelope size ➞ press [OK].


Stack Bypass: Selecting The Paper Size
A/B-size
The specified size does not conform to the position of the slide guides. Adjust the slide guides and specify the size again.
Envelope
Inch
OK
System Monitor

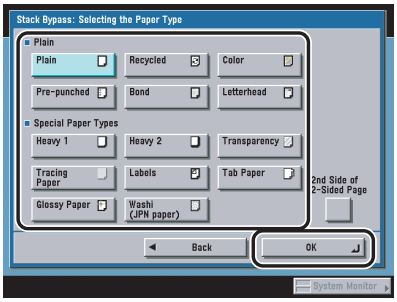
If the following screen is displayed, adjust the width of the slide guides to match the paper or envelope size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-36.)



IMPORTANT

Set the paper or envelope size to the same size as the paper or envelopes loaded in the stack bypass.

5 Select the desired paper type → press [OK].



If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

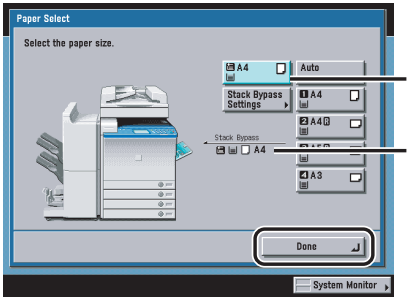
IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

- *[Transparency] can be selected only if [A4] is selected as the paper size.*
- *For more information on paper types, see "Available Paper Stock," on p. 2-64.*

6 Press [Done].



If you press [Stack Bypass Settings], follow the procedures and screens in steps 4 and 5 to reset the paper size and type settings.

7 If the Copy function is selected, place your originals → select the desired copy settings.

If you are printing documents that are stored in an inbox, this step is not necessary.

8 Press .

If you are printing documents that are stored in an inbox, press [Start Print].

Copying or scanning starts.

NOTE

- *If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, and curl the feeding edge of the paper or envelopes upward approximately 3 mm, then reload the paper or envelopes. Curling the feeding edges enable the rollers to grip the paper or envelopes as they are fed into the stack bypass.*
- *To cancel all settings and return the machine to the Standard mode, press .*

Multifunctional Operations

The CLC3220/iR C3220N offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

√: Available
–: Unavailable
△: Available, but with conditions

		Receive			Send		Scan		Print			Copy: Scan and Print
		via Network	via Fax	Print Data	via Network	via Fax	Copy/ Mail Box	Send	Copy	RX Document	Print Data	
Receive	**via Network**	√	√	√	√	√	√	√	√	√	√	√
	via Fax	√	–	√	√	–	√	√	√	√	√	√
	Print Data	√	√	√*3	√	√*3	√	√*3	√	√*3	√*3	√
Send	**via Network**	√	√	√	√	√	√	√	√	√	√	√
	via Fax	√	–	√*3	√	–	√*1	√*1*3	√	√*1*3	√*1*3	√*1
Scan	**Copy/ Mail Box**	√	√	√	√	√*1	–	–	√	√*1	√*1	–
	Send	√	√	√*3	√	√*1*3	–	–	√	√*1*3	√*1*3	–
Print	**Copy**	√	√	√	√	√	√	√	–	△*2	△*2	–
	RX Document	√*4	√	√*3	√*4	√*1*3	√*1	√*1*3	△*2	△*2*3	△*2*3	△*2
	Print Data	√	√	√*3	√	√*1*3	√*1	√*1*3	△*2	△*2*3	–	△*2
Copy: Scan and Print		√	√	√	√	√*1	–	–	–	△*2	△*2	–

*1 The machine's performance may be affected if image processing, such as compression, enlargement/reduction, and rotation, are carried out.

*2 The output order of competing jobs varies, depending on whether an optional finisher is attached.
When an optional finisher is attached: one set is output alternately for each job
When an optional finisher is not attached: one page is output alternately for each job

*3 The machine's processing speed may be lowered.

*4 While a PDF (Compct) file or I-fax is being sent, memory conflicts may arise if a received print job or image data processing job is executed. The performance of all operations affected by this memory conflict may decrease, depending on the amount of available memory.

NOTE

- *The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.*
- *The operation of printing data from an inbox is included in "Print Data" under "Print" in the table.*

Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. 4-25.)

✓: Available
–: Unavailable

Paper Type	Paper Source		
	Paper Drawer (64 to 209 g/m²)	Stack Bypass (64 to 253 g/m²)	Paper Deck (64 to 209 g/m²)
Plain[*1]	✓	✓	✓
Bond	✓	✓	–
Letterhead	–	✓	–
Recycled[*2]	✓	✓	✓
Colour[*1]	✓	✓	✓
Pre-punched	–	✓	–
Heavy 1[*3]	✓	✓	✓
Heavy 2[*4]	–	✓	–
Tracing Paper[*5]	–	✓	–
Glossy Paper[*6]	–	✓	–
Transparency[*7]	✓	✓	–
Labels	–	✓	–
Envelopes	–	✓	–
Tab Paper	–	✓	–
Washi (JPN paper)	–	✓	–

*1 Plain, and Colour paper are from 64 to 105 g/m^2.
*2 Recycled paper is from 64 to 80 g/m^2.
*3 Heavy 1 paper is from 106 to 209 g/m^2.
*4 Heavy 2 paper is from 210 to 253 g/m^2.
*5 Some types of tracing paper cannot be used.
*6 Glossy Paper is from 157 to 209 g/m^2.
*7 Use only A4 transparencies made especially for this machine.

√: Available
–: Unavailable

Paper Size		Width x Length	Paper Source		
			Paper Drawer 1, 2, 3, 4	Stack Bypass	Paper Deck
–		305 mm x 457 mm	√	√	–
SRA3		320 mm x 450 mm	–	√	–
A3		297 mm x 420 mm	√	√	–
A4		297 mm x 210 mm	√	√	√
A4R		210 mm x 297 mm	√	√	–
A5R		148 mm x 210 mm	√	√	–
Envelope	**ISO-B5**	176 mm x 250 mm	–	√	–
	ISO-C5	162 mm x 229 mm	–	√	–
	COM 10	104.7 mm x 241.3 mm	–	√	–
	Monarch	98.4 mm x 190.5 mm	–	√	–
	Kakugata 2	240 mm x 332 mm	–	√	–
	Nagagata 3	120 mm x 235 mm	–	√	–
Irregular Size		100 mm x 148 mm to 320 mm x 457 mm	–	√	–

NOTE

- *For instructions on loading paper, see the following sections:*
  - *Paper Drawers: "Loading Paper," on p. 7-2*
  - *Paper Deck: "Loading Paper," on p. 7-11*
  - *Stack Bypass: "Making Prints Using the Stack Bypass," on p. 2-49*
- *Paper Drawers 3, 4 and the Paper Deck-P1 are optional.*

Optional Equipment

CHAPTER 3

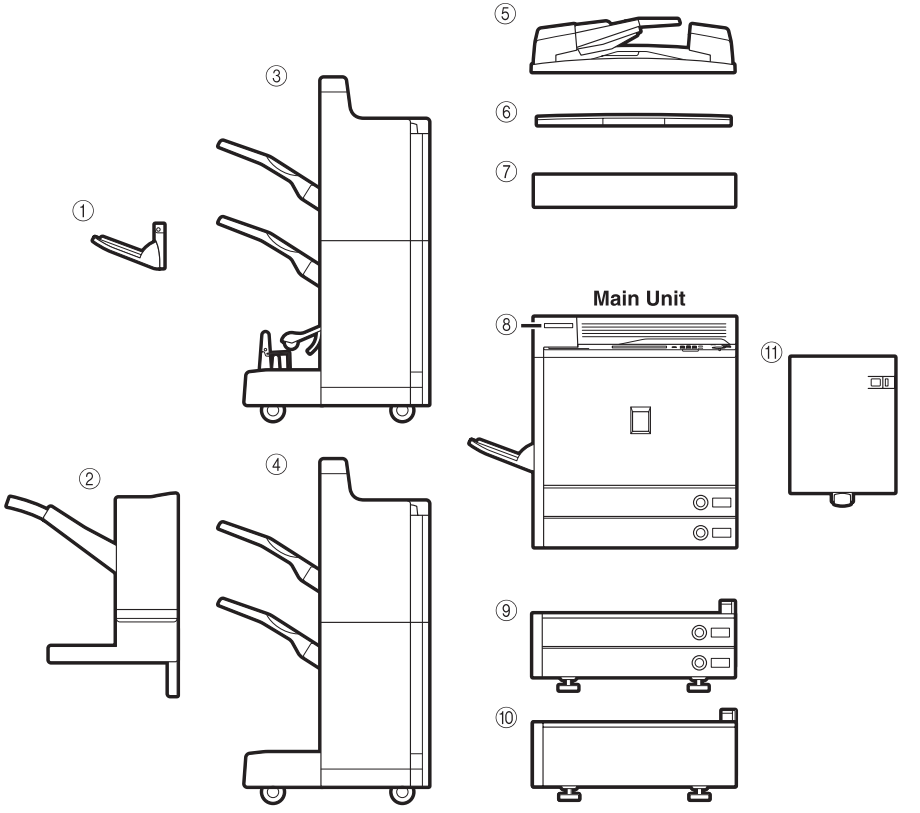
This chapter describes the uses of optional equipment, and their special functions.

System Configuration 3-2
Optional Equipment 3-2
Sample System Configurations 3-4
Cassette Feeding Unit-X1 3-5
Parts and Their Functions. 3-5
Optional Accessories 3-6
Paper Deck-P1 3-7
Parts and Their Functions. 3-7
Plain Pedestal-C1 3-8
Feeder (DADF-K1) 3-9
Parts and Their Functions. 3-9
Color Image Reader-C1/Platen Cover Type G 3-11
Parts and Their Functions. 3-11
Finisher-M1 3-12
Parts and Their Functions. 3-12
Finishing Modes 3-13
Finisher-N1/Saddle Finisher-N2 3-16
Parts and Their Functions. 3-16
Finishing Modes 3-17
Copy Tray Unit-H1 3-23
Parts and Their Functions. 3-23
Card Reader-D1 3-24
Procedure before Using the Machine 3-25
Procedure after Using the Machine 3-26
Department ID Management 3-27

System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

Optional Equipment



① **Copy Tray Unit-H1**
The Copy Tray Unit-H1 is equipped with the following features: Collate, Group, and Rotate.

② **Finisher-M1**
The Finisher-M1 is equipped with the following features: Collate, Group, and Staple (Corner).

③ **Saddle Finisher-N2**
The Saddle Finisher-N2 is equipped with the following features: Collate, Group, and Staple (Corner, Double, and Saddle Stitch).

④ **Finisher-N1**
The Finisher-N1 is equipped with the following features: Collate, Group, and Staple (Corner and Double).

⑤ **Feeder (DADF-K1)**
Originals placed in the feeder are automatically fed sheet by sheet onto the platen glass for copying. The feeder also automatically turns over the originals to make copies of two-sided originals.

⑥ **Platen Cover Type G**
The Platen Cover Type G secures the originals placed on the platen glass.

⑦ **Color Image Reader-C1**
The Color Image Reader-C1 enables the machine to scan and read images for copying.

⑧ **Card Reader-D1**
The Card Reader-D1 enables Department ID Management to be performed automatically.

⑨ **Cassette Feeding Unit-X1**
The Cassette Feeding Unit-X1 provides two additional sources of paper for printing jobs.
Each paper drawer holds up to 550 sheets of paper (80 g/m^2).

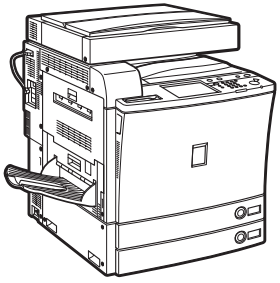
⑩ **Plain Pedestal-C1**
Use the Plain Pedestal-C1 only when the Paper Deck-P1 or one of the finishers are attached, and when the Cassette Feeding Unit-X1 is not attached. This pedestal serves as an electrical outlet for the finishers and the paper deck. You can also use the pedestal as a means to adjust the height of the machine.

⑪ **Paper Deck-P1**
The Paper Deck-P1 provides an additional source of paper for printing jobs.
The Paper Deck-P1 holds up to 2,700 sheets of paper (80 g/m^2).

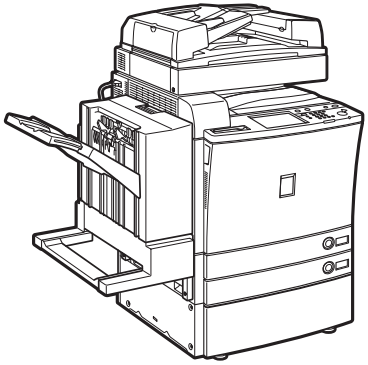
Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations below are only examples of some of the possible system configurations. For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

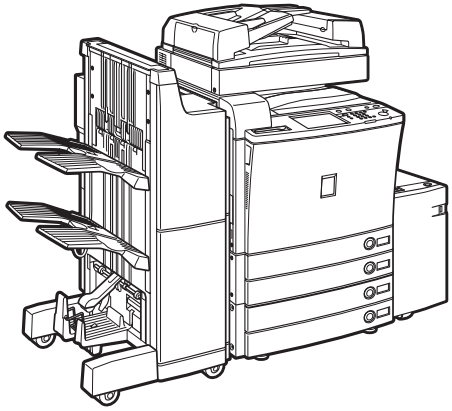
The optional Platen Cover Type G and Color Image Reader-C1 are attached.



The optional Color Image Reader-C1, Feeder (DADF-K1), Finisher-M1, and Plain Pedestal-C1 are attached.



The optional Color Image Reader-C1, Feeder (DADF-K1), Saddle Finisher-N2, Cassette Feeding Unit-X1, and Paper Deck-P1 are attached.

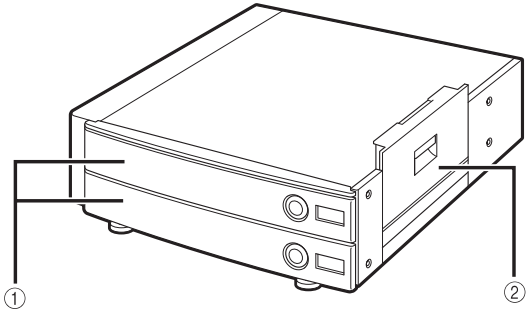


Cassette Feeding Unit-X1

If you attach the Cassette Feeding Unit-X1 to the machine, you have two additional paper sources for print jobs.

Up to 550 sheets of paper (80 g/m^2) can be loaded into each drawer of the cassette feeding unit.

Parts and Their Functions



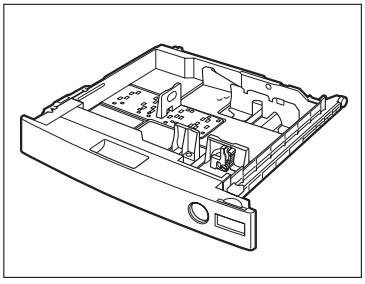
① **Paper Drawers**
Each paper drawer holds up to 550 sheets of paper (80 g/m^2).

② **Lower Right Cover**
Open this cover to remove jammed paper.

■ FL Cassette-X1

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

- Available Locations: Paper drawers 1, 2, 3, or 4
- Available Paper Sizes: 305 mm x 457 mm, A3, A4, A4R, or A5R



Paper Deck-P1

If you attach the Paper Deck-P1 to the machine, you have one additional source of paper for print jobs.

Up to 2,700 sheets of paper (80 g/m^2) can be loaded into the paper deck.

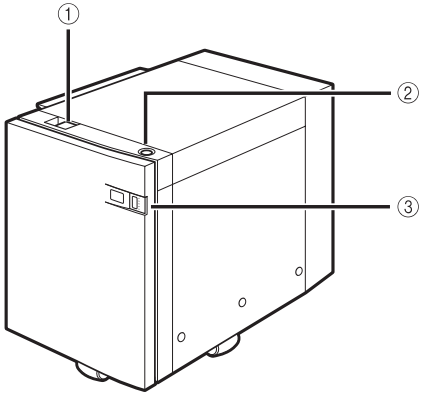
IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, then press the open button on the paper deck.

NOTE

The paper size of the paper deck is fixed to A4.

Parts and Their Functions



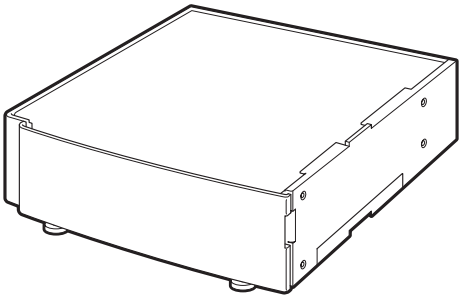
① **Release Button**
Press to move the paper deck away from the main unit when you want to detach it from the machine.

② **Open Button**
Press to open the paper deck when you need to load paper or to check for a paper jam.

③ **Paper Supply Indicator**
Enables you to check the amount of paper remaining in the paper deck.

Plain Pedestal-C1

The Plain Pedestal-C1 serves as an electrical outlet for any one of the finishers and the paper deck when the cassette feeding unit is not attached. This pedestal can also be used for adjusting the height of the machine.



Feeder (DADF-K1)

Originals placed in the feeder are automatically fed to the platen glass for copying. Two-sided originals can also be turned over to make two-sided or one-sided copies.

CAUTION

Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps.

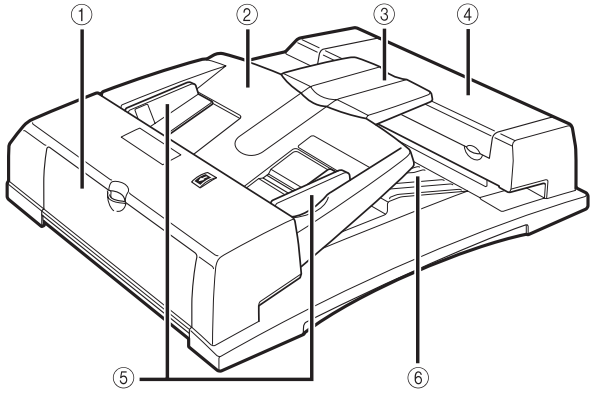
IMPORTANT

- *When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.*
- *If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.*

NOTE

The Feeder (DADF-K1) can be attached only if the optional Color Image Reader-C1 is attached.

Parts and Their Functions



① **Left Feeder Cover**
Open this cover to remove jammed originals.

② **Original Supply Tray**
Originals placed here are automatically fed sheet by sheet to the platen glass. Place originals into this tray with the surface that you want to scan face up.

③ **Auxiliary Tray**
Pull this tray out to support horizontally placed A3 and A4R originals.

④ **Right Feeder Cover**
Open this cover to remove jammed originals.

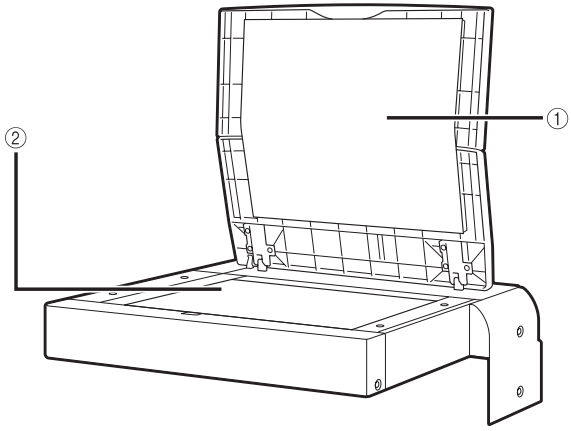
⑤ **Slide Guides**
Adjust the slide guides to match the width of the original.

⑥ **Original Output Area**
Originals that have been scanned from the original supply tray are output into the Original Output Area in the order they are fed in the feeder.

Color Image Reader-C1/Platen Cover Type G

The Color Image Reader-C1 enables you to use the Copy and Scan functions of the machine, and the Platen Cover Type G secures originals that are placed on the platen glass.

Parts and Their Functions



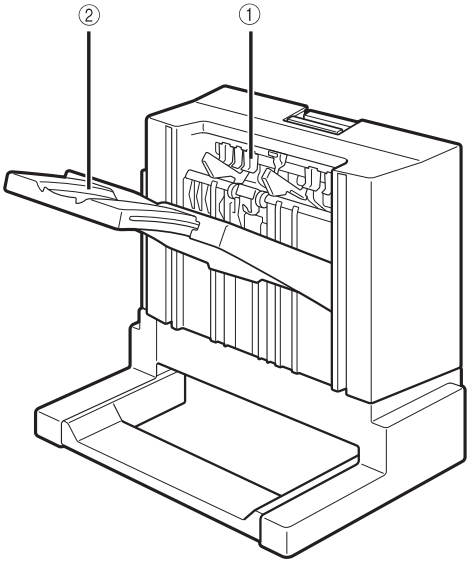
① **Platen Cover**
Close the platen cover to secure originals placed on the platen glass.

② **Platen Glass**
Place originals, such as books, thick originals, thin originals, and transparencies on the platen glass for copying or scanning.

Finisher-M1

The Finisher-M1 is equipped with the following modes: Collate, Group, Offset, and Staple. (See "Finishing Modes," on p. 3-13.)

Parts and Their Functions



① **Processing Tray**
Paper is collated, grouped, and stapled in the processing tray.

② **Output Tray**
Paper that is collated, grouped, or stapled in the processing tray is output to the output tray.

Finishing Modes

The Finisher-M1 is equipped with the following finishing modes.

IMPORTANT

- *The following types of paper are output to the centre output tray of the main unit and not to the output tray of the finisher: 320 mm x 450 mm paper, envelopes, tracing paper, transparencies, labels, tab paper, and Japanese paper.*
- *Finishing modes cannot be set if you are using 305 mm x 457 mm paper.*

NOTE

If the Collate or Group mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation depending on the orientation of your originals.

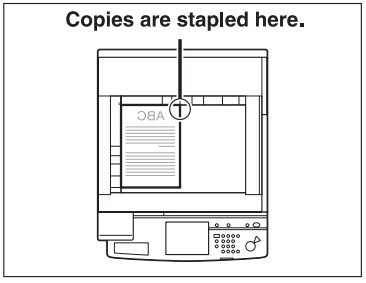
NOTE

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted about 20 mm before it is delivered to the output tray.

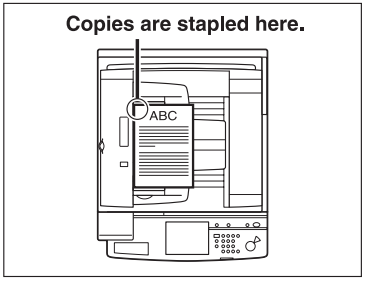
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

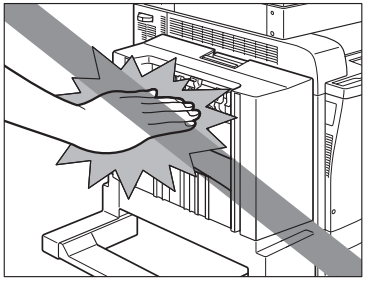


- If originals are placed in the optional feeder:



⚠ CAUTION

Do not place your hand in the part of the tray where stapling is performed if a finisher is attached, as this may result in personal injury.



IMPORTANT

- *If the Staple mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.*
- *Only the following paper sizes can be stapled: A3, A4, or A4R.*
- *You cannot staple envelopes, glossy paper, transparencies, tracing paper, labels, tab paper, or Japanese paper.*

NOTE

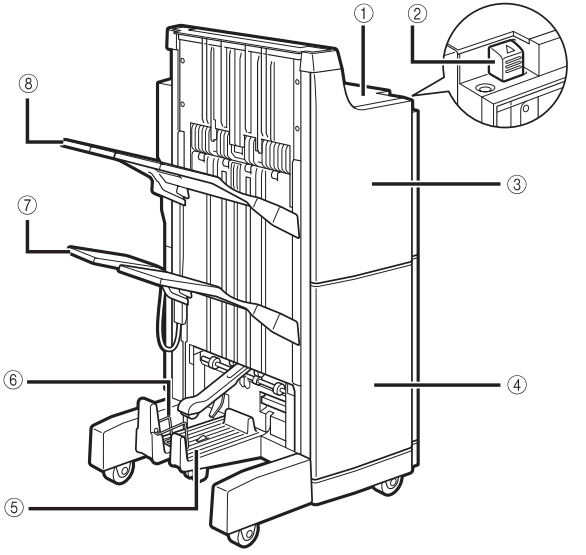
- *The maximum number of sheets, including cover sheets, that can be stapled together is as following:*
  - *A4, A4R:*
    30 sheets (64 to 80 g/m²)
    20 sheets (81 to 105 g/m²)
    5 sheets (106 to 253 g/m²)
  - *A3:*
    15 sheets (64 to 80 g/m²)
    10 sheets (81 to 105 g/m²)
    5 sheets (106 to 253 g/m²)
- *If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge," on p. 7-15.)*

Finisher-N1/Saddle Finisher-N2

The Finisher-N1/Saddle Finisher-N2 is equipped with the following finishing modes: Collate, Group, Offset, and Staple.

The Saddle Finisher-N2 is also equipped with the Saddle Stitch mode.

Parts and Their Functions



① **Top Cover**
Open this cover to remove jammed paper. (See "Finisher-N1/Saddle Finisher-N2 (Optional)," on p. 8-49.)

② **Release Button**
Press to move the finisher away from the main unit.

③ **Upper Front Cover**
Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-20, and "Finisher-N1/Saddle Finisher-N2 (Optional)," on p. 8-60.)

④ **Lower Front Cover (Saddle Finisher-N2 Only)**
Open this cover to replace the staple cartridge in the saddle stitcher unit, or clear a staple or paper jam in the saddle stitcher unit. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-20, "Saddle Stitcher Unit (Optional)," on p. 8-53, and "Saddle Stitcher Unit (Optional)," on p. 8-64.)

⑤ **Booklet Tray (Saddle Finisher-N2 Only)**
Prints that are saddle stitched are output to this tray.

⑥ **Booklet Tray Guide (Saddle Finisher-N2 Only)**
Set this guide to match the size of the output paper. (See "Finishing Modes," on p. 3-17.)

⑦ **Output Tray B**
Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-30.)

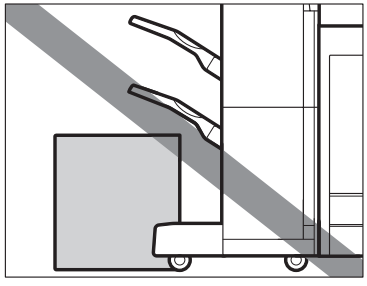
⑧ **Output Tray A**
Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-30.)

Finishing Modes

The Finisher-N1 and Saddle Finisher-N2 are equipped with the following finishing modes.

CAUTION

- **Do not place anything other than output paper on the trays of the finisher, as doing so may damage the trays.**
- **Do not place anything under the trays of the finisher, as doing so may damage the trays.**



IMPORTANT

- *The following types of paper are output to the centre output tray of the main unit and not to the output tray of the finisher: 320 mm x 450 mm paper, envelopes, tracing paper, transparencies, labels, tab paper, and Japanese paper.*
- *Finishing modes cannot be set if you are using 305 mm x 457 mm paper.*

NOTE

If the Collate or Group mode is set, the output trays move downward as each set of prints are output. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all output paper from the trays. The trays move upward, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation depending on the orientation of your originals.

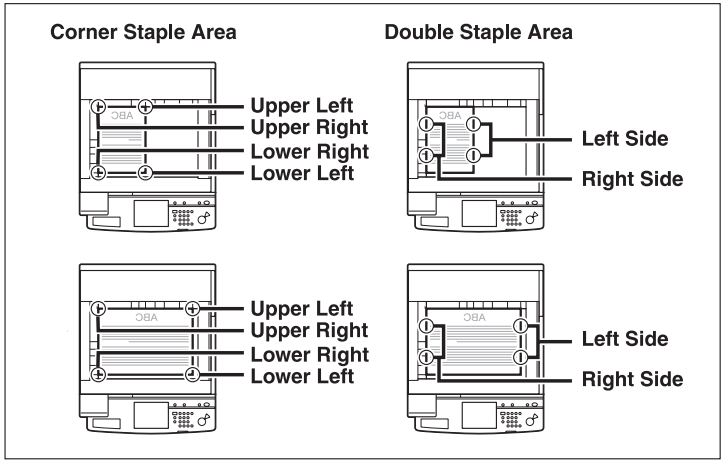
NOTE

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted about 30 mm before it is delivered to the output tray.

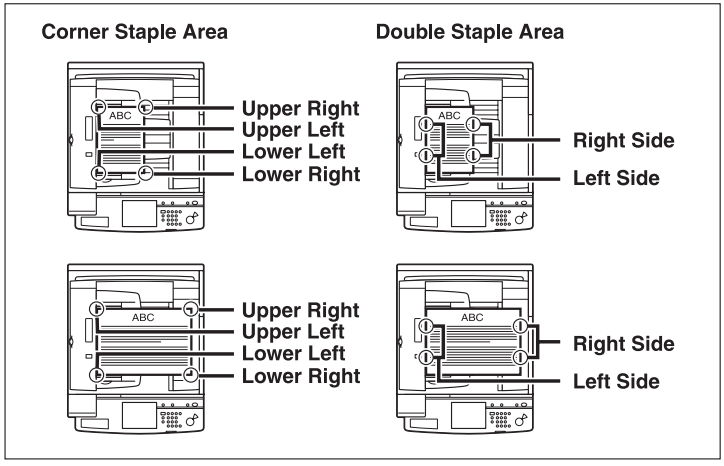
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

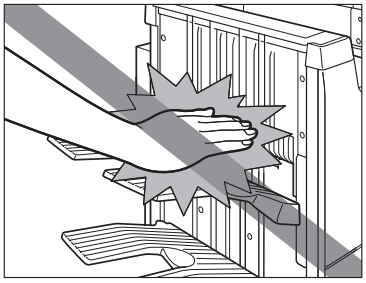


- If originals are placed in the optional feeder



CAUTION

Do not place your hand in the part of the tray where stapling is performed if a finisher is attached, as this may result in personal injury.



IMPORTANT

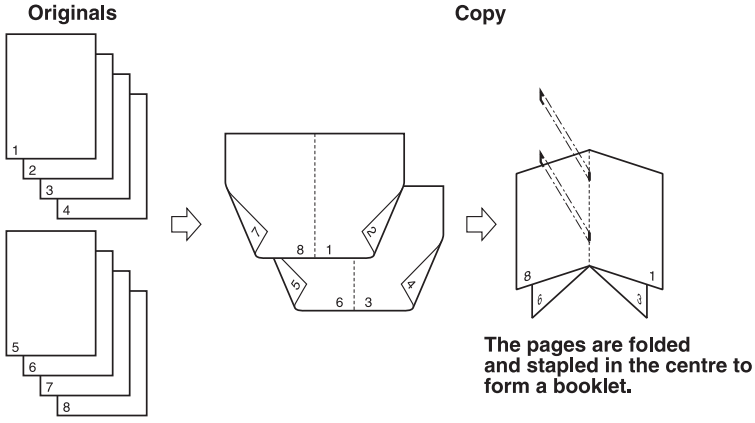
- *If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.*
- *You cannot corner staples or double staple A5 or A5R paper.*
- *You cannot double staple A4R paper.*
- *You cannot staple envelopes, glossy paper, transparencies, tracing paper, labels, tab paper, or Japanese paper.*
- *Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.*

NOTE

- *The maximum number of sheets, including cover sheets, that can be stapled together is as following:*
  - *A4:*
    50 sheets (64 to 80 g/m²)
    30 sheets (81 to 105 g/m²)
    10 sheets (106 to 209 g/m²)
    5 sheets (210 to 253 g/m²)
  - *A3, A4R:*
    30 sheets (64 to 80 g/m²)
    20 sheets (81 to 105 g/m²)
    10 sheets (106 to 209 g/m²)
    5 sheets (210 to 253 g/m²)
- *If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-20.)*

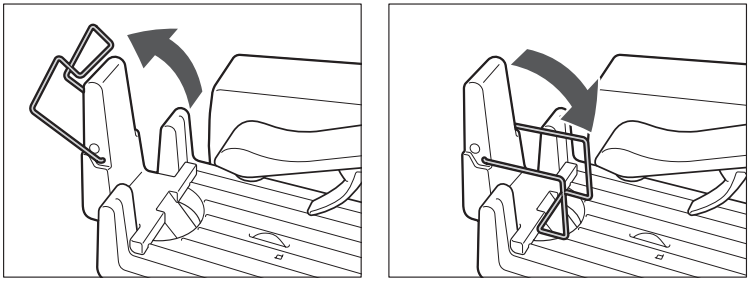
■ Saddle Stitch Mode

The Saddle Stitch mode enables you to make booklets, consisting of pages folded and stapled in the centre.



IMPORTANT

- *The Saddle Stitch mode is available only if the Saddle Finisher-N2 is attached.*
- *The maximum number of sheets that can be saddle stitched is as following:*
  - *15 sheets (64 to 80 g/m^2)*
  - *10 sheets (81 to 105 g/m^2)*
- *The paper sizes that can be saddle stitched are: A3 or A4R.*
- *The accuracy of folds created in the Saddle Stitch mode may vary depending on the paper type and the number of sheets.*
- *Make sure to adjust the Booklet Tray Guide to match the size of the output paper before outputting saddle stitched prints, as shown below.*



A3 **A4R**

- *A paper jam may occur if the Booklet Tray Guide is not adjusted to match the size of the output paper.*

Copy Tray Unit-H1

If the Copy Tray Unit-H1 is attached to the machine, the following modes are available:

■ Collate Mode

The prints are automatically collated into sets arranged in page order before they are delivered to the copy tray.

■ Group Mode

All prints of the same original page are grouped together into sets, before they are delivered.

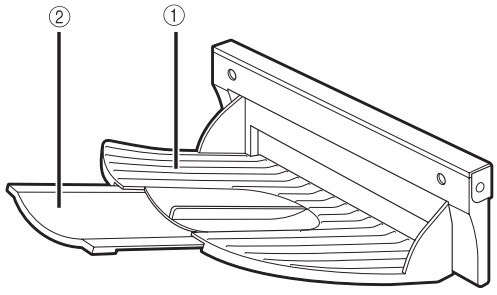
■ Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions.

IMPORTANT

The Copy Tray Unit-H1 cannot be attached if the Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached.

Parts and Their Functions



① **Output Tray**
Prints are output to this tray.

② **Auxiliary Tray**
Pull out the auxiliary tray if you are printing on large size paper (A3 or A4R).

Card Reader-D1

If the Card Reader-D1 is attached to the machine, you must insert a control card to operate it. The Card Reader-D1 performs Department ID Management automatically.

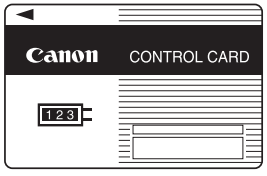
IMPORTANT

- *If you are using a login service other than the default authentication, the Limit Functions mode will not be available.*
- *If SSO is set as the login service, you cannot use the optional Card Reader-D1.*
- *If SDL is set as the login service, enter your card number in the card ID field. For more information, see the MEAP SMS Administrator Guide.*

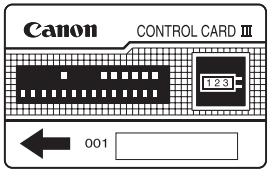
NOTE

- *If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:*
  - *The control card is inserted in the correct direction.*
  - *The control card is inserted as far as it can go.*
  - *An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)*
- *Insert a usable control card correctly.*
- *For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. 1-15.*
- *If the Card Reader-D1 is attached, the types of cards shown below can be used. An optical type card can manage up to 200 departments, and a magnetic type card can manage up to 1,000 departments.*

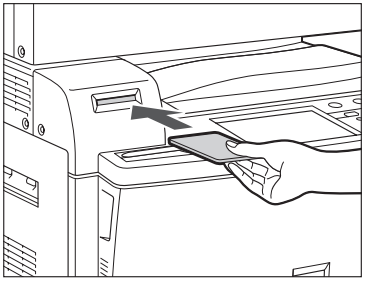
Magnetic Type Card



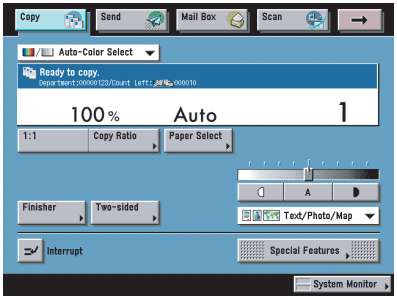
Optical Type Card



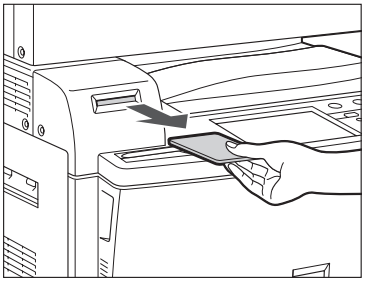
1 **Insert the control card into the card slot, making sure that it is facing in the correct direction.**



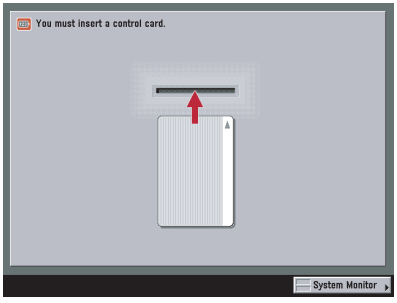
The Basic Features screen of the selected function appears on the touch panel display.



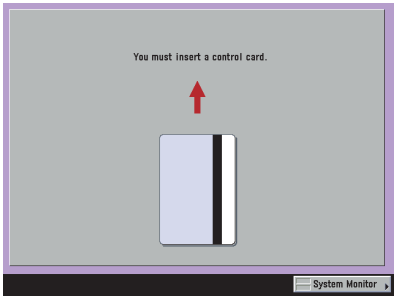
1 **After you finish using the machine, remove the control card.**



The touch panel display returns to the screen for inserting the control card.



If SDL is set as the login service, the following screen is displayed.



IMPORTANT

- *Once you have removed the control card, you cannot operate the machine until the control card is inserted again.*
- *The control card must remain inserted to make copies with the Auto Start function, until copying is complete.*

Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when the control card is being used.

NOTE

- *The maximum number of digits that you can register for the password is seven. If you enter fewer than seven digits, the machine registers the password with leading zeros.*
  - *Example: If <321> is entered, then <0000321> is registered.*
- *You can set the page limit from 0 to 999,999 pages.*

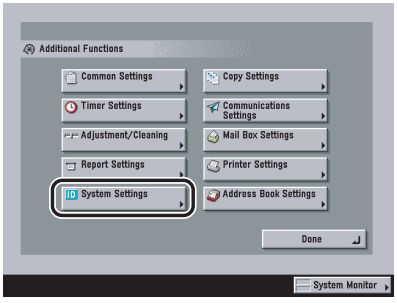
Flow of Additional Functions Operations

This section describes the flow of Additional Functions operations when the optional Card Reader-D1 is attached.

NOTE

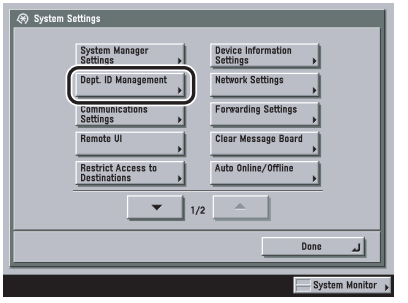
Settings specified from the Additional Functions screen are never changed when you press [C].

1 Press [Additional Functions] → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using [0] - [9] (numeric keys) → press [ID].

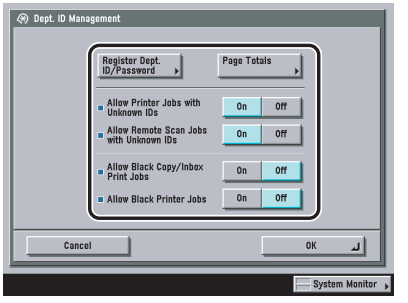
2 Press [Dept. ID Management].



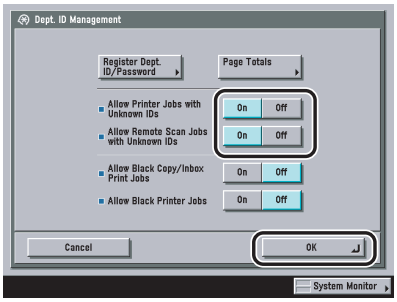
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the desired mode.



4 **Specify the desired mode → press [OK].**

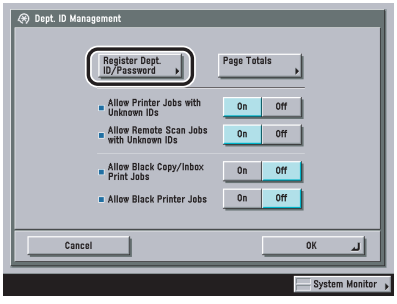


5 **Press [Done] repeatedly until the Basic Features screen appears.**

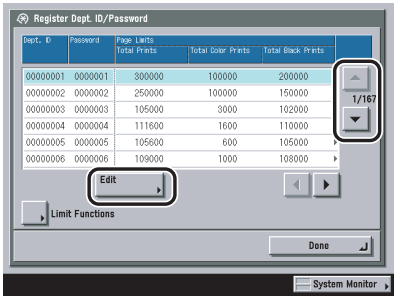
Changing the Password and Page Limit

1 **Press ◎ → [System Settings] → [Dept. ID Management].**

2 **Press [Register Dept. ID/Password].**



3 Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using 0 - 9 (numeric keys).

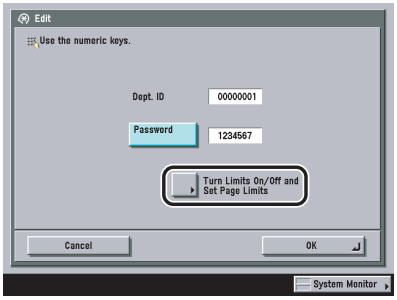
You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- *If you make a mistake when entering the password, press C to clear the password.*
- *You cannot change the Department ID.*

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



6 Set the page limits.

❑ Press [On] under the desired function(s).

To cancel setting a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- *<Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.*
- *<Total Color Print Limit> is the sum of <Color Copy Limit> and <Color Print Limit>.*
- *<Total Black Print Limit> is the sum of <Black Copy Limit> and <Black Print Limit>.*

❑ Press [□] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using 0 - 9 (numeric keys).

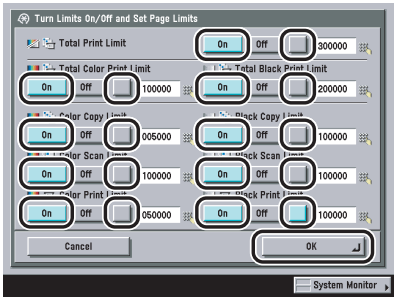
IMPORTANT

- *If any one of the colour or black-and-white page limits is reached when [Auto-Color Select] is selected as the colour mode, you cannot perform any operations.*
- *The machine stops printing if any one of the colour or black-and-white page limits is reached while printing a document that contains both colour and black-and-white areas.*
- *The machine stops copying if any one of the total print limits or copy limits is reached while copying a document that contains both colour and black-and-white areas.*
- *The machine stops sending a fax if the Black Scan Limit is reached while faxing a document either from memory or directly to the recipient.*
- *The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)*

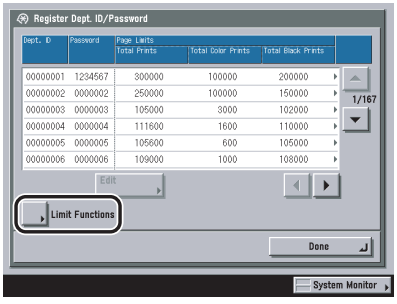
NOTE

- *If you make a mistake when entering a number, press C to clear the number.*
- *You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.*
- *The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.*

❑ Press [OK] → [OK].



7 If you would like to limit users to certain functions of the machine, press [Limit Functions].



8 Press [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].

If you select [On] for all of the functions on the screen, Department ID Management is set for all of the machine's functions.

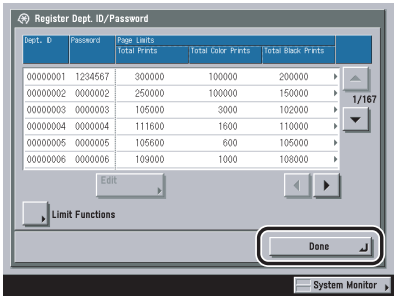
If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

<Send> appears if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed. <Fax> appears if the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.

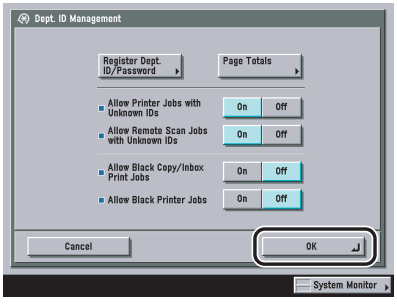
IMPORTANT

If the Color Image Reader-C1 is not attached, only [Mail Box] can be selected.

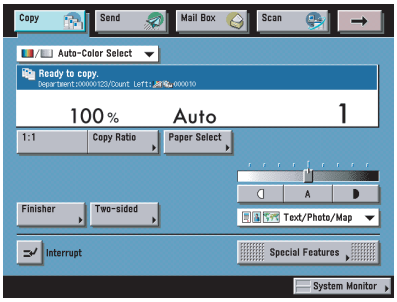
9 Press [Done].



10 Press [OK].



If the page limit setting is set to 'On', the remaining number of pages that can be printed (page limit minus the current page count) is displayed on the screen, as shown below.



Copy Basic Features Screen

The icons that are displayed on the screen are explained below:

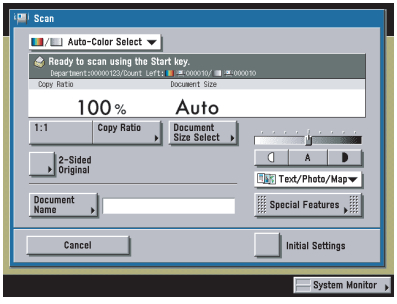
: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in colour

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be copied in colour

: Remaining number of sheets that can be copied in black

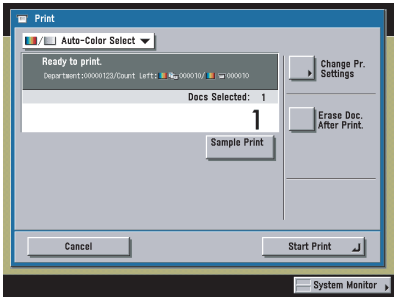


Scan Screen

The icons that are displayed on the screen are explained below:

: Remaining number of sheets that can be scanned in colour

: Remaining number of sheets that can be scanned in black



Print Screen

The icons that are displayed on the screen are explained below:

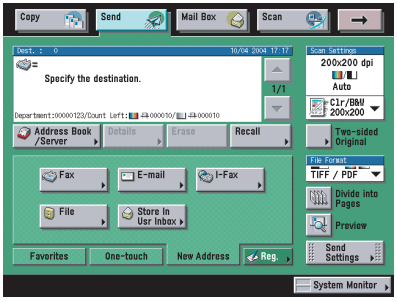
: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in colour

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be printed in colour

: Remaining number of sheets that can be printed in black



Send Screen

The icons that are displayed on the screen are explained below:

: Remaining number of sheets that can be scanned in colour

: Remaining number of sheets that can be scanned in black

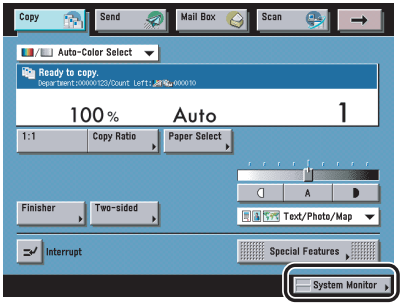
NOTE

- *Only the page limits for functions that are set to 'On' are displayed.*
- *The page limits for the two functions with the least remaining pages are displayed on the Copy Basic Features screen and Print Settings screen. However, only the lowest remaining total out of the copy and print limits is displayed.*
- *The Send screen appears only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or if the optional or Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed.*

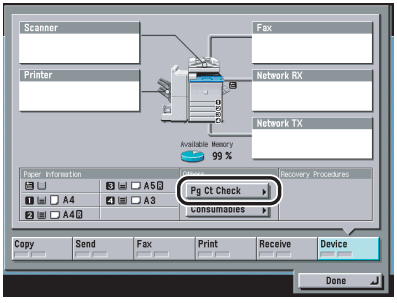
Checking the Page Counts on a Control Card

You can check the page counts on the control card you are currently using.

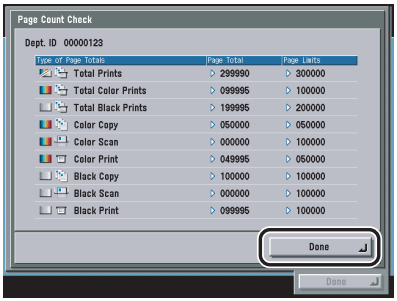
1 Press [System Monitor].



2 Press [Pg Ct Check].



3 **Check the page counts → press [Done] → [Done].**



The display returns to the Basic Features screen.

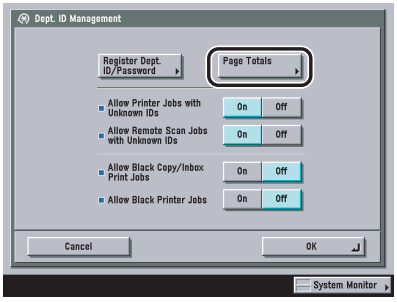
Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

---

1 **Press ⓐ → [System Settings] → [Dept. ID Management].**

2 **Press [Page Totals].**

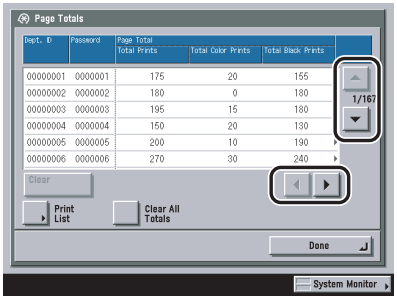


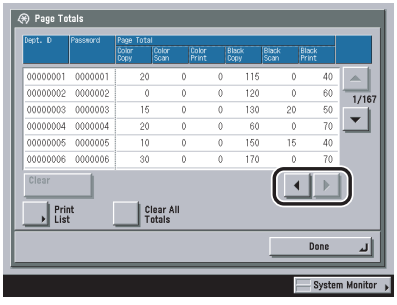
3 Check or print the page total count.

The print page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

- **If you only want to check the counter information:**
  - ❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.





NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

❑ Press [Print List].

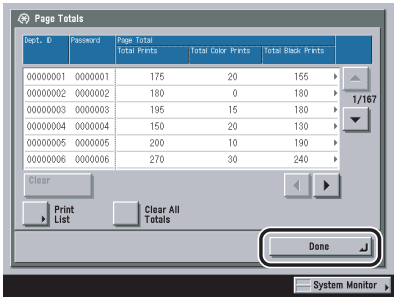
❑ Select the type of page count list that you want to print → press [Start Print].

Printing starts.

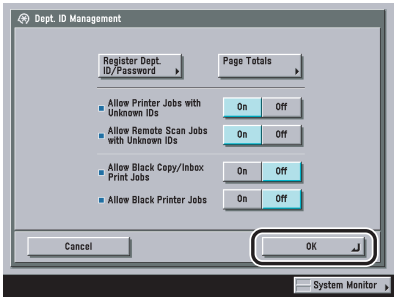
NOTE

- *To cancel printing, press [Cancel].*
- *To close the screen that is displayed while the machine is printing the Page Count List, press [Done].*
- *The counter information can be printed only if A3, A4, or A4R (plain, recycled, or colour paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)*

4 Press [Done].



5 Press [OK].

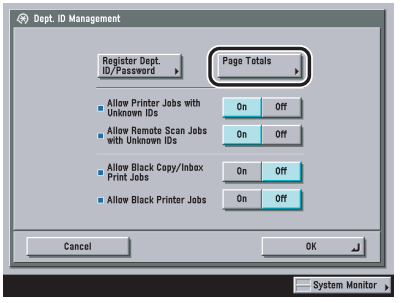


Clearing Page Totals

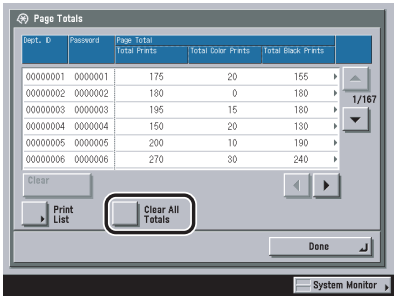
You can clear the page totals made for all departments or for specific departments.

1 **Press ⚙ → [System Settings] → [Dept. ID Management].**

2 **Press [Page Totals].**



3 **Press [Clear All Totals].**



To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

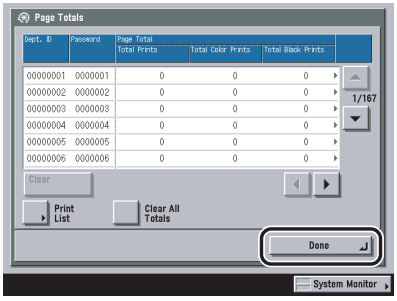
4 Press [Yes].

If you do not want to clear the page totals, press [No].

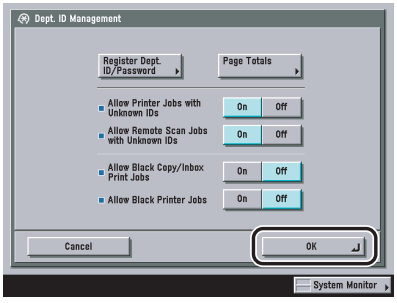
The message <Cleared.> appears for approximately two seconds on the touch panel display.

The page totals are cleared.

5 Press [Done].



6 Press [OK].



Allowing Print and Scan Jobs with Unknown IDs

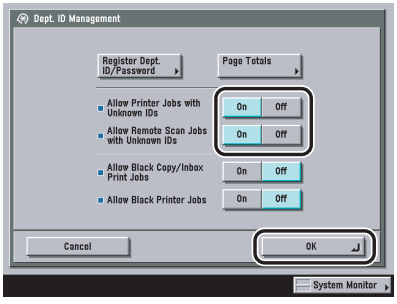
You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

NOTE

- *<Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs> are available only if the machine is equipped with the Print and Network Scan functions.*
- *The default settings are 'On' for both <Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs>.*

1 **Press → [System Settings] → [Dept. ID Management].**

2 **Select [On] or [Off] → press [OK].**



Allow Printer Jobs with Unknown IDs

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

Allow Remote Scan Jobs with Unknown IDs

[On]: The machine accepts network scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept network scan jobs from computers that do not correspond with a registered Department ID.

Allowing B&W Copy and Print Jobs without Inserting a Control Card

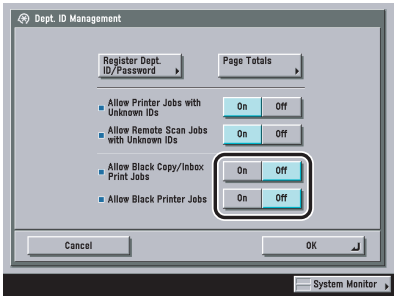
You can set the machine to accept only black-and-white copy and print jobs when a control card is not inserted.

NOTE

The default setting is 'Off'.

1 **Press → [System Settings] → [Dept. ID Management].**

2 **Select [On] or [Off] → press [OK].**



Allow Black Copy/Inbox Print Jobs

[On]: [Black Copy/Black Inbox Print] appears on the screen for inserting the control card.

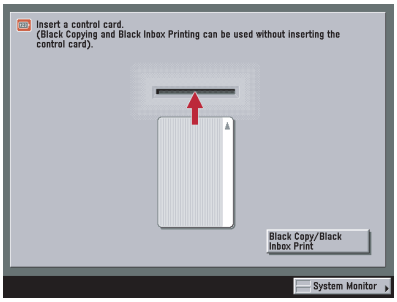
[Off]: [Black Copy/Black Inbox Print] does not appear on the screen for inserting the control card.

Allow Black Printer Jobs

[On]: The machine accepts black-and-white print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept black-and-white print jobs from computers that do not correspond with a registered Department ID.

If you set [Allow Black Copy/Inbox Print Jobs] to 'On', [Black Copy/Black Inbox Print] appears on the screen for inserting the control card.


Insert a control card.
(Black Copying and Black Inbox Printing can be used without inserting the control card).
Black Copy/Black Inbox Print
System Monitor

To copy or print in black-and-white, press [Black Copy/Black Inbox Print].

IMPORTANT

You cannot print documents that are sent from a computer and stored in an inbox by pressing [Black Copy/Black Inbox Print]. To print the documents, insert a control card.

NOTE

- *If you set [Allow Printer Jobs with Unknown IDs] to 'On', all printing jobs are accepted. Therefore, the [Allow Black Printer Jobs] setting is ignored.*
- *To copy or print in the Auto-Color Select or Single Color mode, to store an original in an inbox, to send a document, or use other functions except for black-and-white copying and printing, you must insert the control card.*

Customizing Settings

4
CHAPTER

This chapter explains how to change the machine's default settings and customize them to suit your needs.

What Are Additional Functions? 4-2
Additional Functions Settings Table 4-5
Specifying Common Settings 4-17
- Initial Function at Power ON 4-17
- Default Display after Auto Clear 4-18
- Function Order 4-19
- Tone Settings 4-21
- Text/Photo Priority in a Black-and-White Original 4-22
- Inch Entry 4-22
- Auto Paper Selection/Auto Drawer Switching 4-23
- Identifying the Type of Paper in a Paper Source 4-25
- Energy Saver Mode 4-28
- Energy Consumption in the Sleep Mode 4-29
- Output Tray Designation 4-30
- Setting the Printing Priority 4-34
- Standard Paper for the Stack Bypass 4-36
- Irregular Paper Size Settings for the Stack Bypass 4-41
- Standard Local Print Settings 4-45
- Changing the Language Shown on the Touch Panel Display 4-47
- Reversing the Contrast of the Touch Panel Display 4-48
- Alternating the Print Output (Offset Jobs) 4-48
- Data Compression Ratio for Remote Scans 4-49
- Setting the Gamma Value for Remote Scans 4-50
- Returning the Common Settings to Their Defaults 4-50

Timer Settings 4-51
- Current Time Adjustment 4-51
- Auto Sleep Time 4-51
- Auto Clear Time 4-52
- Daily Timer Settings 4-52
- Low-Power Mode Time 4-53

Adjusting the Machine 4-54
- Zoom Fine Adjustment 4-54
- Saddle Stitch Staple Repositioning 4-55
- Saddle Stitch Position Adjustment 4-56
- Automatic Gradation Adjustment 4-57
- Exposure Recalibration 4-61
- Cleaning the Inside of the Main Unit 4-61
- Automatic Feeder Cleaning 4-62

What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

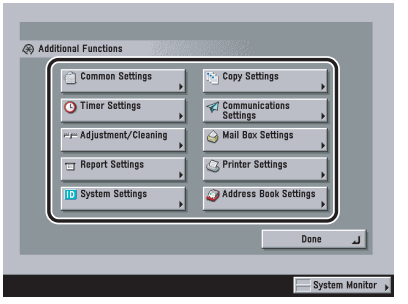
NOTE

Settings specified from the Additional Functions screen are never changed when you press .

1 Press .

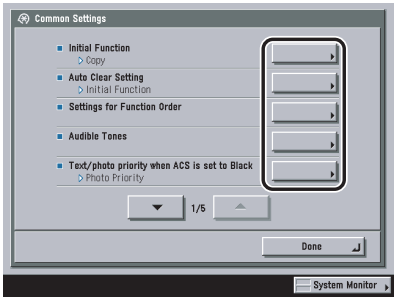
The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



If you select System Settings and the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID.

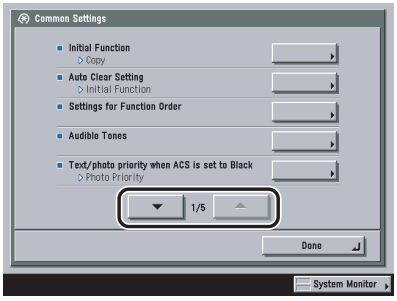
3 Press a mode key to specify its settings.



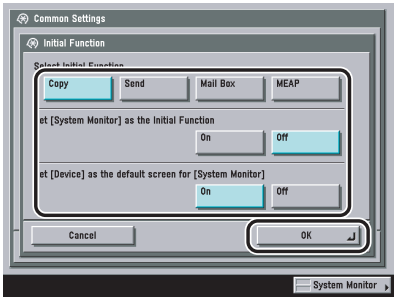
For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table," on p. 4-5.

NOTE

The Common Settings, Adjustment/Cleaning, System Settings, Copy Settings, and Communications Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



4 Specify the desired mode → press [OK].



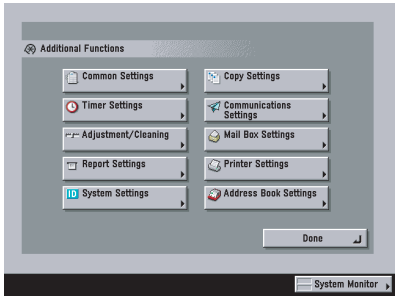
The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

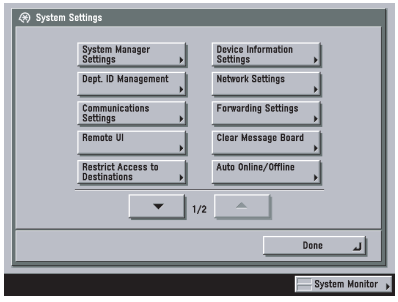
Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. For more information, consult the following guides.

- Copy Settings: The *Copying and Mail Box Guide*
- Report Settings, Communications Settings, and Address Book Settings: The *Sending and Facsimile Guide*
- Mail Box Settings: The *Copying and Mail Box Guide*
- Printer Settings and Report Settings: The *PS/PCL/UFR Printer Guide*
- Network Settings and Report Settings: The *Network Guide*



The Additional Functions Screen



The System Settings Screen

■ Common Settings

Item	Settings	Applicable Page
Initial Function	Select Initial Function: Copy*, Send, Mail Box, MEAP Set [System Monitor] as the Initial Function: On, Off* Set [Device] as the default screen for [System Monitor]: On*, Off	p. 4-17
Auto Clear Setting	Initial Function*, Selected Function	p. 4-18
Settings for Function Order	Settings for Function Order Settings for Function Group Order: Group A, MEAP, Group B	p. 4-19
Audible Tones	Entry Tone: On*, Off Invalid Entry Tone: On, Off* Restock Supplies Tone: On, Off* Error Tone: On*, Off Job Done Tone: On*, Off Forgot Original Tone: On, Off*	p. 4-21
Text/photo priority when ACS is set to Black**	Text Priority, Photo Priority*	p. 4-22
Inch Entry	On, Off*	p. 4-22
Drawer Eligibility For APS/ADS	Copy, Printer, Mail Box, Receive/Fax, Other: (Stack Bypass: On, Off*, All Other Paper Sources: On*, Off) Copy: Consider Paper Type: On, Off*	p. 4-23
Register Paper Type	Plain*, Recycled, Color, Heavy 1, Transparency	p. 4-25
Energy Saver Mode	-10%*, -25%, -50%, None	p. 4-28
Energy Consumption in Sleep Mode	Low*, High	p. 4-29

Item	Settings	Applicable Page
Tray Designation**	If No Finisher Is Attached Tray A: Copy*, Mail Box*, Printer*, Receive/Fax*, Other* Tray B: Copy, Mail Box, Printer, Receive/Fax, Other Tray C: Copy, Mail Box, Printer, Receive/Fax, Other If the Finisher-M1 (Optional) Is Attached Tray A: Copy*, Mail Box*, Printer*, Receive/Fax, Other Tray B: Copy, Mail Box, Printer, Receive/Fax*, Other* If the Finisher-N1 or Saddle Finisher-N2 (Optional) Are Attached Tray A: Copy*, Mail Box*, Printer, Receive/Fax, Other Tray B: Copy, Mail Box, Printer*, Receive/Fax, Other Tray C: Copy, Mail Box, Printer, Receive/Fax*, Other*	p. 4-30
Printing Priority	Copy: 1*, 2, 3 Printer: 1, 2*, 3 Mail Box, Receive/Fax, Other: 1, 2, 3*	p. 4-34
Stack Bypass Standard Settings	On, Off*	p. 4-36
Registering Irregular Size for Stack Bypass	Register/Edit, Erase, Register Name	p. 4-41

Item	Settings	Applicable Page
Standard Local Print Settings	Paper Select: All Paper Sources, Auto* Copies: 1* to 2,000 sets Finisher: If No Finisher Is Attached Do Not Collate, Collate*, Rotate Collate, Group, Rotate Group If the Finisher-M1 Is Attached Do Not Collate, Collate, Offset Collate*, Group, Offset Group, Staple (Corner) If the Finisher-N1 (Optional) or Saddle Finisher-N2 (Optional) Is Attached Do Not Collate, Collate, Offset Collate*, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right) Two-sided Print: On (Book Type, Calendar Type), Off* Erase Document After Printing: On, Off* Merge Documents: On, Off*	p. 4-45
Language Switch	On, Off*	p. 4-47
Reversed Display (Color)	On, Off*	p. 4-48
Offset Jobs	On*, Off	p. 4-48
Date Compression Ratio for Remote Scans**	High Ratio, Normal*, Low Ratio	p. 4-49
Gamma Value for Remote Scans**	Gamma 1.0, Gamma 1.4, Gamma 1.8*, Gamma 2.2	p. 4-50
Initialize Common Settings	Initialize	p. 4-50

An asterisk (*) indicates the default settings.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Timer Settings

Item	Settings	Applicable Page
Time Fine Adjustment	00:00 to 23:59, in one minute increments	p. 4-51
Auto Sleep Time	10, 15, 20, 30, 40, 50 min., 1 hour*, 90 min., 2, 3, 4 hours	p. 4-51
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min*.	p. 4-52
Daily Timer Settings	Sunday to Saturday, 00:00 to 23:59, in one minute increments	p. 4-52
Low-power Mode Time	10, 15*, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	p. 4-53

An asterisk (*) indicates the default settings.

■ Adjustment/Cleaning

Item	Settings	Applicable Page
Zoom Fine Adjustment	X, Y: -1.0% to +1.0%, in 0.1% increments; 0.0%*	p. 4-54
Saddle Stitcher Staple Repositioning**	Press [Start]	p. 4-55
Saddle Stitch Position Adjustment**	All paper sizes: -2.0 mm to +2.0 mm, in 0.25 mm increments; 0.00 mm*	p. 4-56
Auto Gradation Adjustment	Quick Adjust: Press [Start] Full Adjust: Automatic after the machine prints and scans three sets of test prints	p. 4-57
Exposure Recalibration	Copy/Inbox, Send (B & W), Send (Color): Light, Dark: 1 to 9 levels; 5*	p. 4-61
Cleaning inside Main Unit	Press [Start]	p. 4-61
Feeder Cleaning**	Press [Start]	p. 4-62

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Report Settings

Item	Settings	Applicable Page
Settings: Send**		*Sending and Facsimile Guide*
TX Report	For Error Only*, On, Off Error Copy Print (Black Only): On*, Off	
Activity Report		
Auto Print	On*, Off	
Daily Activity Report Time	On, Off* Timer Setting: 00:00 to 23:59	
Send/Receive Separate	On, Off*	
Settings: Fax**		
Fax TX Report	For Error Only*, On, Off Error Copy Print: On*, Off	
Fax Activity Report**		
Auto Print	On*, Off	
Daily Activity Report Time	On, Off* Timer Setting: 00:00 to 23:59	
Send/Receive Separate	On, Off*	
Fax RX Report	For Error Only, On, Off*	
Confidential Fax Inbox RX Report	On*, Off	
Print List: Send**		
Address Book List	Address Book 1 to 10; Address Book 1*, One-touch Buttons, Print List	
User's Data List	Print List	
Print List: Fax**		
User's Data List	Print List	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ System Settings

Item	Settings	Applicable Page
System Manager Settings		p. 6-2
System Manager ID	Seven digit number maximum	
System Password	Seven digit number maximum	
System Manager	32 characters maximum	
E-mail Address	64 characters maximum	
Contact Information	32 characters maximum	
Comment	32 characters maximum	
Dept. ID Management		p. 6-4
Dept. ID Management	On, Off*	
Register Dept. ID/Password	Register, Edit, Erase, Limit Functions	
Page Totals	Clear, Print List, Clear All Totals	
Allow Printer Jobs with Unknown IDs	On*, Off	
Allow Remote Scan Jobs with Unknown IDs	On*, Off	
Allow Black Copy/Inbox Print Jobs	On, Off*	
Allow Black Printer Jobs	On, Off*	

Item	Settings	Applicable Page
Communications Settings**		*Sending and Facsimile Guide*
E-mail/I-Fax Settings		
Maximum Data Size For Sending	0 (Off), 1 to 99 MB; 3 MB*	
Default Subject	40 characters maximum; Attached Image*	
Full Mode TX Timeout	1 to 99 hours; 24 hours*	
Print MDN/DSN on Receipt	On, Off*	
Always send notice for RX errors	On*, Off	
Use Send Via Server	On, Off*	
Fax Settings		
Send Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Receive Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Receive Password	20 digits maximum	
R-Key Setting	PSTN*, PBX	
Memory RX Inbox Settings		
Memory RX Inbox Password	Seven digit number	
Use Fax Memory Lock	On, Off*	
Use I-Fax Memory Lock	On, Off*	
Memory Lock Start Time	Everyday, Select Days, Off*	
Memory Lock End Time	Everyday, Select Days, Off*	
Remote UI	On*, Off	p. 6-24
Restrict Access to Destinations**		*Sending and Facsimile Guide*
Address Book Password	Seven digit number	
Access Number Management	On, Off*	
Restrict New Addresses	On, Off*	
Device Information Settings		p. 6-25
Device Name	32 characters maximum	
Location	32 characters maximum	
Forwarding Settings**	Receive Type, Validate/Invalidate, Register, Forward w/o Conditions, E-mail Priority**, Edit, Erase, Print List	*Sending and Facsimile Guide*
Clear Message Board**	Clear	p. 6-26
Auto Online/Offline**		p. 6-27
Auto Online	On, Off*	p. 6-27

Item	Settings	Applicable Page
Auto Offline	On, Off*	p. 6-28
Date & Time Settings	Default Setting (12 digit number) Time Zone: GMT -12:00 to GMT +12:00; GMT 00:00* Daylight Saving Time: On*, Off	p. 6-29
Limit Functions with the Security Key Off	Partial Functions*, All Functions	p. 6-33
License Registration	24 characters maximum	p. 6-34
Register LDAP Server**	Register, Edit, Erase, Print List	*Sending and Facsimile Guide*
MEAP Settings		
Use HTTP	On*, Off	p. 6-36
Print System Information	Print List	p. 6-37

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Copy Settings

Item	Settings	Applicable Page
Standard Key 1 Settings	Various modes: No Settings*	*Copying and Mail Box Guide*
Standard Key 2 Settings	Various modes: No Settings*	
Auto Collate**	On*, Off	
Image Orientation Priority	On, Off*	
Job Duration Display	On, Off*	
Auto Orientation	On*, Off	
Standard Settings	Store, Initialize	
Initialize Copy Settings	Initialize	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Communications Settings

Item	Settings	Applicable Page
Common Settings: TX Settings**		*Sending and Facsimile Guide*
Sender's Names (TTI)	01 to 99, Register/Edit, Erase	
Unit Name	24 characters maximum	
Erased Failed TX	On*, Off	
Data Compression Ratio	High Ratio, Normal*, Low Ratio	
Handle Documents with Forwarding Errors	Always Print, Store/Print, Off*	
Retry Times	0 to 5 times; 3 times*	
Edit Standard Send Settings	Scanning Mode, File Format, Divide into Pages	
Register Favorites Button	Register/Edit, Erase (M1 to M9)	
Confirmation Display for the File Format	On*, Off	
Image Level for PDF (Compct)	Image Level in Text/Photo Mode or Photo Mode: Data Size Priority, Normal*, Image Priority Image Level in Text Mode: Data Size Priority, Normal*, Image Priority	
Default Screen for Send	Favorites Buttons, One-touch Buttons, New Address*	
TX Terminal ID	On*, Off	
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8*, Gamma 2.2	
Initialize TX Settings	Initialize	
Common Settings: RX Settings**		
Two-sided Print	On, Off*	
Select Cassette	Switch A: On*, Off Switch B: On*, Off Switch C: On*, Off Switch D: On*, Off	
Receive Reduction	On*, Off	
Received Page Footer	On, Off*	
2 On 1 Log	On, Off*	

Item	Settings	Applicable Page
Fax Settings: User Settings**		*Sending and Facsimile Guide*
Unit Telephone #	20 digits maximum	
Tel Line Type	Pulse, Tone*	
Volume Control	Alarm Volume: 0 to 8 levels; 4* Monitor Volume: 0 to 8 levels; 4*	
Fax Settings: TX Settings**		
ECM TX	On*, Off	
Pause Time	1 to 15 seconds; 4 seconds*	
Auto Redial	On*, Off	
Check Dial Tone Before Sending	On, Off*	
Fax Settings: RX Settings**		
ECM RX	On*, Off	

An asterisk (*) indicates the default settings.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Mail Box Settings

Item	Settings	Applicable Page
User Inboxes Settings	Inbox No.: 00 to 99 Register Inbox Name: 24 characters maximum Password: Seven digits maximum Time until Doc. Auto Erase: 0 (Off), 1, 2, 3, 6, 12 hours, 1, 2, 3*, 7, 30 days Initialize	*Copying and Mail Box Guide*
Standard Scan Settings	Store, Initialize	
Confidential Fax Inboxes Settings**	Inbox No.: 00 to 49 Register Inbox Name: 24 characters maximum Password: Seven digits maximum Initialize	

An asterisk (*) indicates the default settings.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ Address Book Settings**

Item	Settings	Applicable Page
Register Address	Register New Address, Edit, Erase	*Sending and Facsimile Guide*
Register Address Book Name	Register Name	
One-touch Buttons	Register/Edit, Erase	

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

Specifying Common Settings

You can specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.

Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or when Auto Clear initiates. The System Monitor screen can also be specified as the initial screen.

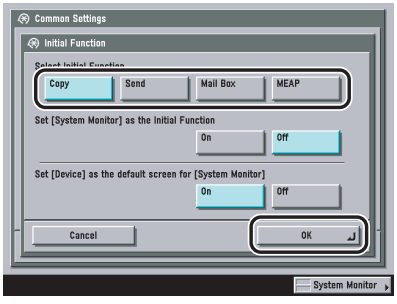
NOTE

The default settings are as follow:

- *<Select Initial Function>:*
  If the optional Color Image Reader-C1 is attached: 'Copy'
  If the optional Color Image Reader-C1 is not attached: 'Mail Box'
- *<Set [System Monitor] as the Initial Function>: 'Off'*
- *<Set [Device] as the default screen for [System Monitor]>: 'On'*

1 Press → [Common Settings] → [Initial Function].

2 Select [Copy], [Send], [Mail Box], or [MEAP] → press [OK].



If the optional Color Image Reader-C1 is not attached, [Mail Box] is selected as the initial function.

[Copy] appears only if the optional Color Image Reader-C1 is attached.

[Send] appears only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or only if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed. [Fax] appears only if the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.

When the main power is turned ON or after the Auto Clear mode initiates:

If you select [Copy]: The Copy Basic Features screen appears.

If you select [Send]: The Send Basic Features screen appears.

If you select [Fax]: The Fax Basic Features screen appears.

If you select [Mail Box]: The Inbox Selection screen appears.

If you select [MEAP]: The MEAP application screen appears. (If no MEAP application is installed, a message telling you that there is no MEAP application installed appears.)

● **If you want to set the System Monitor screen as the initial function screen:**

❑ Select [On] for <Set [System Monitor] as the Initial Function> → press [OK].

The System Monitor screen is displayed when the main power is turned ON, or after the Auto Clear mode initiates.

NOTE

- *If you do not want to set the Device status screen as the default screen when you press [System Monitor], press [Off] under <Set [Device] as the default screen for [System Monitor]>. If you select [Off], the following screen is displayed by default when you press [System Monitor].*
  - *If the optional Color Image Reader-C1 is attached: 'Copy'*
  - *If the optional Color Image Reader-C1 is not attached: 'Print'*
- *If you select [MEAP], it takes longer to start the machine.*

The selected mode is set.

Default Display after Auto Clear

You can set whether the screen specified as the Initial Function is displayed after Auto Clear initiates.

NOTE

- *The time necessary for Auto Clear to initiate can be set. (See "Auto Clear Time," on p. 4-52.)*
- *The default setting is 'Initial Function'.*

1 **Press ◎ → [Common Settings] → [Auto Clear Setting].**

2 **Select [Initial Function] or [Selected Function] → press [OK].**

Details of each item are shown below.

[Initial Function]:	The screen specified as the initial function is displayed after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the System Monitor screen.
[Selected Function]:	The display returns to the main screen of the function that was displayed before the Auto Clear mode activated. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the Inbox Selection screen of the Mail Box Function.

The selected mode is set.

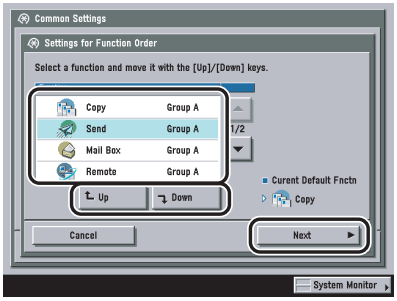
Function Order

You can set the order of the function keys displayed on the top of the touch panel display. You can also set the order of the groups of the function keys to be displayed when you press [→].

1 **Press ◎ → [Common Settings] → [Settings for Function Order].**

2 Set the order of the function keys.

- ❑ Select a function key.
- ❑ Press [Up] or [Down].
- ❑ Press [Next].



If the desired function is not displayed, press [▼] or [▲].

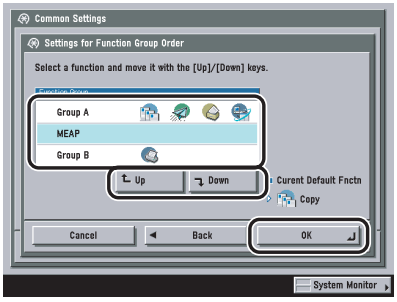
The function keys are divided into the following groups:

Group A: The selected function keys are displayed on the 1/2 screen.

Group B: The selected function keys are displayed on the 2/2 screen.

3 Set the order of the function groups.

- ❑ Select a function group.
- ❑ Press [Up] or [Down].
- ❑ Press [OK].



The selected mode is set.

Tone Settings

You can set whether to sound audible tones. The following tones sound at the following times:

• Entry Tone:	When pressing keys on the control panel or keys on the touch panel display
• Invalid Entry Tone:	When an invalid key on the control panel or touch panel display is pressed, or when the maximum number of characters allowed is exceeded
• Restock Supplies Tone:	When the toner cartridge needs to be replaced
• Error Tone:	When a malfunction occurs (e.g., paper jam or operational error)
• Job Done Tone:	After a job completes (e.g., outputting, stapling, or faxing is complete)
• Forgot Original Tone:	When originals are placed in the optional feeder without removing a previously placed original that still remains on the platen glass, or vice versa

IMPORTANT

The Forgot Original Tone is available only if the optional Feeder (DADF-K1) is attached.

NOTE

The default setting is 'On' for [Entry Tone], [Error Tone], and [Job Done Tone], and 'Off' for [Invalid Entry Tone], [Restock Supplies Tone], and [Forgot Original Tone].

1 **Press → [Common Settings] → [Audible Tones].**

2 **Select [On] or [Off] for the desired tones → press [OK].**

The selected mode is set.

Text/Photo Priority in a Black-and-White Original

You can set whether priority is given to text or photographic images when the Automatic Colour Selection mode detects that the original is in black-and-white.

Give priority to text when printing or making copies of originals with fine and faint characters. When printing or making copies of originals with photos that you prefer to reproduce with a sharper contrast, set the photo priority higher.

NOTE

- *[Text/phot priority when ACS is set to Black] is displayed only if the optional Color Image Reader-C1 is attached.*
- *The default setting is 'Photo Priority'.*

1 Press → [Common Settings] → [Text/photo priority when ACS is set to Black].

2 Select [Text Priority] or [Photo Priority] → press [OK].

Details of each item are shown below.

[Text Priority]: The job is processed by giving priority to the text elements on the original.

[Photo Priority]: The job is processed by giving priority to the photographic elements on the original.

The selected mode is set.

NOTE

If you select [Text Priority] and the Automatic Colour Selection mode detects that the original is in black-and-white, the original is processed as if [Text] is selected as the original type setting even if you select [Text/Photo/Map] as the original type setting.

Inch Entry

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

NOTE

- *Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimetres by pressing [mm] on the various numeric entry screens.*
- *The default setting is 'Off'.*

1 **Press ◎ → [Common Settings] → [Inch Entry].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

Auto Paper Selection/Auto Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection and Auto Drawer Switching. This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.

NOTE

- *Paper sources set to 'On' are used for the following functions:*
  - *APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source).*
  - *ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.*
- *The default settings are 'Off' for the stack bypass, and 'On' for the other paper sources.*

1 **Press ◎ → [Common Settings] → [Drawer Eligibility For APS/ADS].**

2 **Select [Copy], [Printer], [Mail Box], [Receive/Fax], or [Other].**

[Copy] appears only if the optional Color Image Reader-C1 is attached.

[Printer] appears only if the optional Printer function is installed.

[Receive/Fax] appears only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed. If only the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed, [Receive] is displayed. If only the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed, [Fax] is displayed.

NOTE

[Other] is used for specifying the paper source for printing reports.

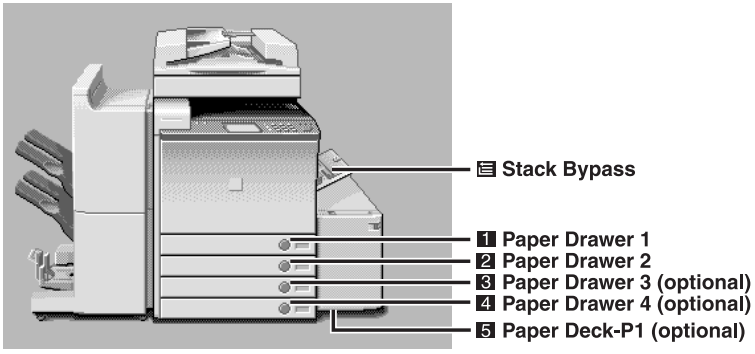
3 Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].

Details of each item are shown below.

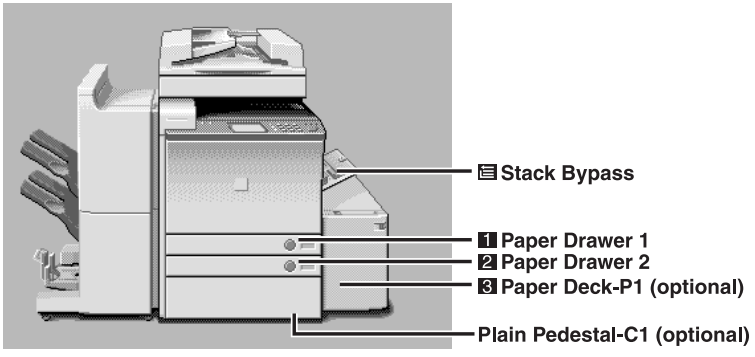
[On]: Makes the paper source eligible for APS/ADS.

[Off]: Makes the paper source ineligible for APS/ADS.

The numbers on the screen represent the following paper sources:



The optional Cassette Feeding Unit-X1 and Paper Deck-P1 are attached.



The optional Plain Pedestal-C1 and Paper Deck-P1 are attached.

The selected mode is set.

NOTE

- *Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.*
- *The settings under [Copy] include an option called [Consider Paper Type], which determines whether the machine considers the paper type loaded in a paper source.*
  - *If [Consider Paper Type] is set to 'On', paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with the same paper size and type. For more information on stored paper types, see "Identifying the Type of Paper in a Paper Source," on p. 4-25.*
  - *If [Consider Paper Type] is set to 'Off', paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size is loaded in that paper source.*
- *If you selected [Printer] in step 3, the Stack Bypass icon ( ) will not be displayed on the paper selection screen in step 3.*

Identifying the Type of Paper in a Paper Source

This setting enables you to specify the paper type loaded in each paper source.

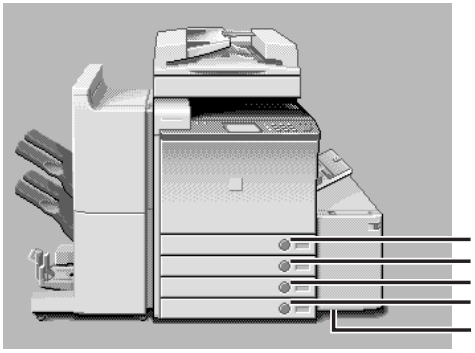
IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

1 Press → [Common Settings] → [Register Paper Type].

2 Select the paper source in which you want to register the paper type.

The numbers on the screen represent the following paper sources:



The optional Cassette Feeding Unit-X1 and Paper Deck-P1 are attached.

The optional Plain Pedestal-C1 and Paper Deck-P1 are attached.

3 Select the desired paper type loaded in the paper source → press [OK].

Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

If you selected the optional Paper Deck-P1 as the paper source in step 2, [Transparency] is not displayed on the Register Paper Type screen.

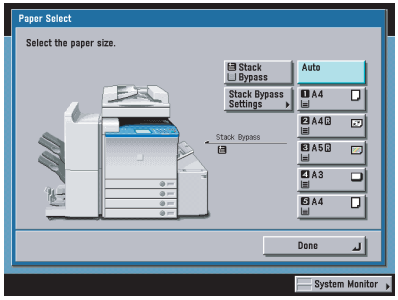
The selected mode is set.

IMPORTANT

- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*
- *If you select [Transparency] as the paper type loaded in the paper source but load plain paper instead, a paper jam may occur. Make sure to load transparencies into the paper source.*

NOTE

- *For more information on paper types, see "Available Paper Stock," on p. 2-64.*
- *The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.*



Energy Saver Mode

If you press on the control panel, the machine goes into the Energy Saver mode. While in the Energy Saver mode, the temperature of the fixing unit is lowered, which enables you to conserve electricity.

You can set the energy saving level to -10%, -25%, -50%, or None.

Follow the procedure below to set the Energy Saver Mode.

NOTE

- *If you set the Energy Saver Mode setting to [-10%], [-25%], or [-50%], you will have to wait for a while before copying or printing is possible once the Energy Saver mode is deactivated.*
- *After deactivating the Energy Saver mode, the machine's recovery time may vary, depending on the energy saving level setting and the surrounding environment (i.e., temperature, humidity, etc.).*
- *The default setting is '-10%'.*

1 Press → [Common Settings] → [Energy Saver Mode].

2 Select the desired energy saving level → press [OK].

Select [None] (0%) if you want to be able to copy or print immediately.

The selected mode is set.

Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

NOTE

- *In some cases, the energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low' when:*
  - *A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).*
  - *The optional USB board is installed.*
  - *The optional Token Ring board is installed.*
  - *The optional Color Network Printer Unit is installed.*
  - *Any of the following settings are set from the Additional Function screen:*

Report Settings		
Settings	Send	The Daily Activity Report Time setting for the Activity Report is set to 'On'.
	Fax	The Daily Activity Report Time setting for the FAX Activity Report is set to 'On'.
System Settings		
Communications Settings	Memory RX Inbox Settings	Time limit for receiving fax documents in memory is set.
Network Settings	TCP/IP Settings	DHCP is set to 'On'.
	NetWare Settings	NetWare is set to 'On'.
	AppleTalk Settings	AppleTalk is set to 'On'.
	SMB Settings	SMB is set to 'On'.
	E-Mail/I-Fax	The POP Interval setting is set to more than '1' minute.

For details on the above settings, see the Sending and Facsimile Guide, Network Guide, or PS/PCL/UFR Printer Guide.

- *The default setting is 'Low'.*

1 **Press ◎ → [Common Settings] → [Energy Consumption in Sleep Mode].**

2 **Select [Low] or [High] → press [OK].**

Details of each item are shown below:

[Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

[High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

The selected mode is set.

NOTE

If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.

Output Tray Designation

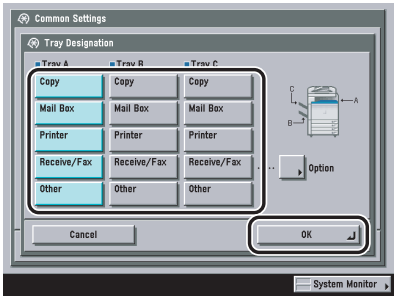
You can designate the machine's output trays to be used for specific functions.

NOTE

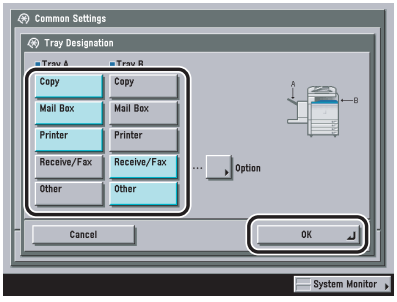
- *The same output tray can be designated for multiple functions.*
- *The default settings are:*
  - *If no finisher is attached:*
    Tray A: Copy, Mail Box, Printer, Receive/Fax, Other
    Tray B and C: (No setting)
  - *If the optional Finisher-M1 is attached:*
    Tray A: Copy, Mail Box, Printer
    Tray B: Receive/Fax, Other
  - *If the optional Finisher-N1 or Saddle Finisher-N2 is attached:*
    Tray A: Copy, Mail Box
    Tray B: Printer
    Tray C: Receive/Fax, Other

1 **Press ◎ → [Common Settings] → [Tray Designation].**

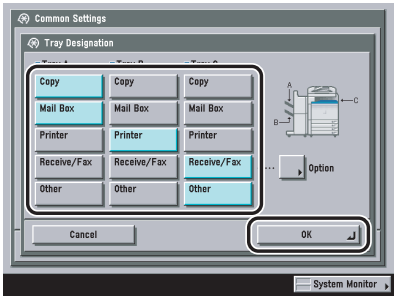
2 Select the functions for which to designate output Trays A, B, and C → press [OK].



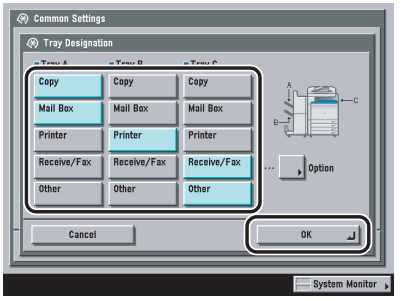
No finisher is attached.



The optional Finisher-M1 is attached.



The optional Finisher-N1 is attached.



The optional Saddle Finisher-N2 is attached.

[Copy] appears only if the optional Color Image Reader-C1 is attached.

[Printer] appears only if the optional Printer function is installed.

[Receive/Fax] appears only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed. If only the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed, [Receive] is displayed. If only the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed, [Fax] is displayed.

[Option] appears only if the optional Super G3 FAX Board and Resolution Switching Board are installed.

[Other] is used for specifying report printing settings.

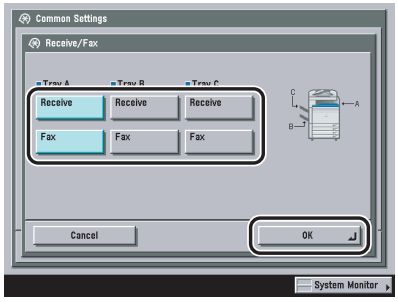
If you want to use an output tray for only one function, select only that function.

IMPORTANT

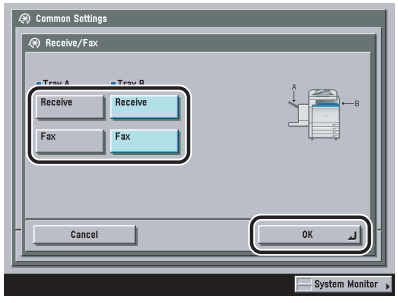
If no optional finisher is attached, and the output tray is set to Tray B (side output tray), the sheets are output face up. Therefore, the order of the output pages is reversed from the order of the originals.

● **If you press [Option]:**

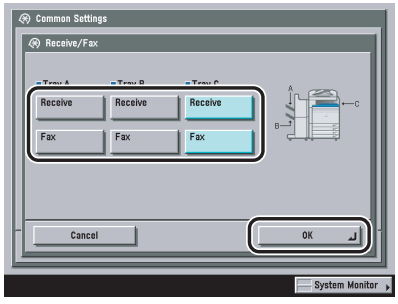
❑ Select the available fax functions for which to designate the various output trays → press [OK].



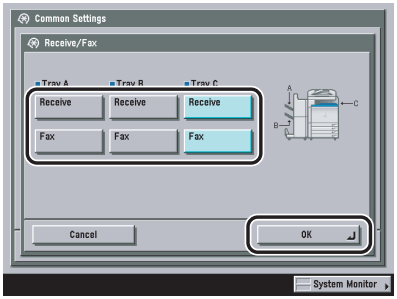
No finisher is attached.



The optional Finisher-M1 is attached.



The optional Finisher-N1 is attached.



The optional Saddle Finisher-N2 is attached.

The selected mode is set.

IMPORTANT

- *If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax/I-fax documents to prevent them from getting lost.*
- *If no finisher is attached to the machine, you cannot select both Tray A and Tray B, or both Tray B and Tray C for the selected functions.*
- *If no finisher is attached to the machine, you must attach the optional Copy Tray Unit-H1 to be able to use Tray C as an output tray.*

Setting the Printing Priority

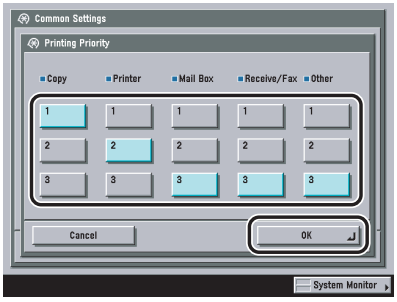
You can set the machine's printing priority. A job that belongs to a function with a higher set priority is printed after the job currently being processed is complete.

NOTE

- *Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of a job that belongs to a function with a higher set priority may start, depending on the settings.*
- *The default settings are shown below. However, if the optional Color Image Reader-C1 is not attached, the default settings and the keys that appear on the screen will be different.*
  - *Copy: 1 (Highest priority on models with the optional Color Image Reader-C1)*
  - *Printer: 2*
  - *Mail Box: 3*
  - *Receive/Fax: 3*
  - *Other: 3*

1 **Press ◎ → [Common Settings] → [Printing Priority].**

2 **Select the printing priority for the various functions → press [OK].**



If you select [1] for a function, that function is given the highest printing priority.

<Copy> appears only if the optional Color Image Reader-C1 is attached.

<Printer> appears only if the optional Printer function is installed.

<Receive/Fax> appears only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed. If only the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed, <Receive> is displayed. If only the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed, <Fax> is displayed.

<Other> is used for specifying report printing settings.

The PDL prints from MEAP applications are included in <Printer>. The local print jobs from MEAP applications are included in <Mail Box>.

The selected mode is set.

NOTE

If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.

Standard Paper for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

If the Stack Bypass Standard Settings are stored when using the optional Fax function, you can also use the stack bypass to receive faxes.

IMPORTANT

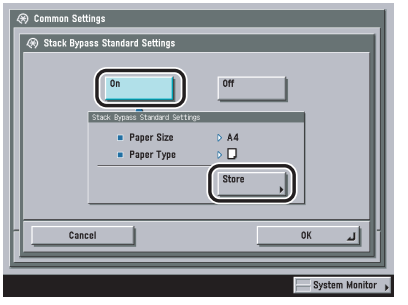
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

- *If you are using the stack bypass as a paper source for the Copy, Mail Box, and Fax (Receive) functions, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)*
- *The default setting is 'Off'.*

1 Press ⚙ → [Common Settings] → [Stack Bypass Standard Settings].

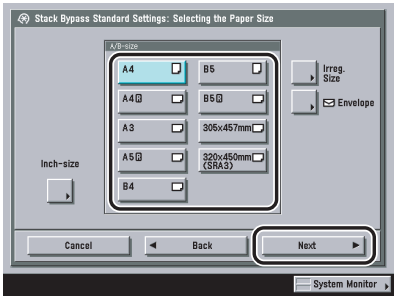
2 Select [On] → press [Register].



If you select [Off], proceed to step 5.

3 Select the desired paper size.

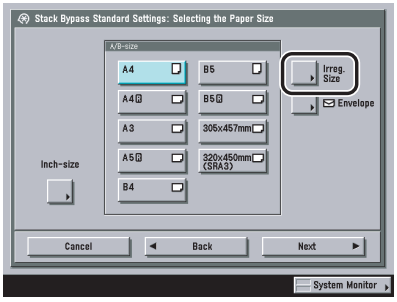
- **If you want to select a standard paper size:**
  - ❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

- **If you want to select an irregular paper size:**
  - ❑ Press [Irreg. Size].

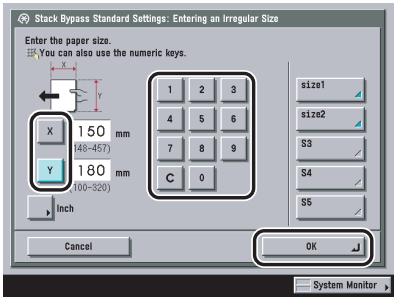


❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

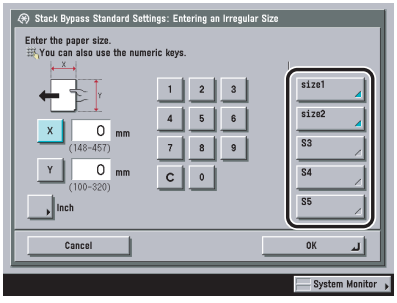
❑ Press [OK].



You can also use ⓪ - ⑨ (numeric keys), and Ⓒ to clear your entries.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

You can also select a size key ([S1] to [S5]) containing the paper size setting, instead of entering values.



The display returns to the paper size selection screen.

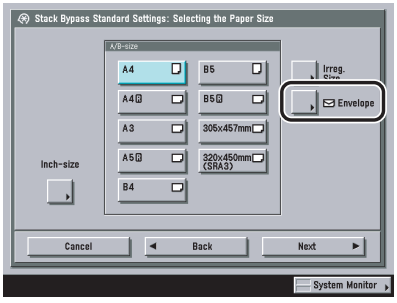
NOTE

- *To enter values in inches, press [Inch]. You must first specify to set Inch Entry in Common Settings (from the Additional Functions screen) to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)*
- *For instructions on entering values in inches, see "Values in Inches," on p. 2-32.*
- *If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.*
- *To select a paper size stored in a size key ([S1] to [S5]), you need to store the irregular paper size in the key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. 4-41.*

❑ Press [Next].

● **If you want to select an envelope size:**

❑ Press [Envelope].



❑ Select the envelope type → press [OK].

The display returns to the paper size selection screen.

IMPORTANT

If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [OK] → proceed to step 5.

4 Select the desired paper type → press [OK].

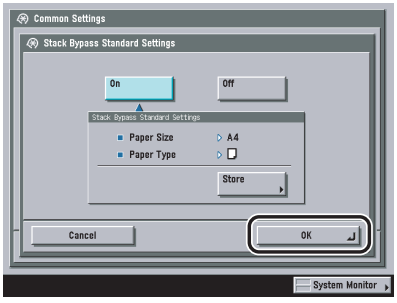
IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

- *[Transparency] can be selected only if [A4] is selected as the paper size.*
- *For more information on paper types, see "Available Paper Stock," on p. 2-64.*

5 Press [OK].



The selected mode is set.

Irregular Paper Size Settings for the Stack Bypass

You can store an irregular paper size in a Size key ([S1] to [S5]), that can be selected when you press [Irreg. Size] on a paper selection screen. There are five Size keys and they can be assigned names for increased convenience. This mode is useful for storing and editing frequently used irregular paper sizes.

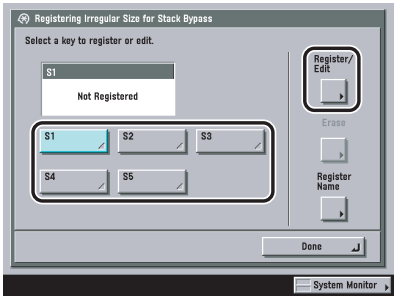
NOTE

The irregular paper size settings stored in memory are not erased, even if you turn OFF the machine's power.

Registering and Editing Irregular Paper Sizes

1 **Press → [Common Settings] → [Registering Irregular Size for Stack Bypass].**

2 **Select a size key ([S1] to [S5]) for registering or editing an irregular paper size → press [Register/Edit].**

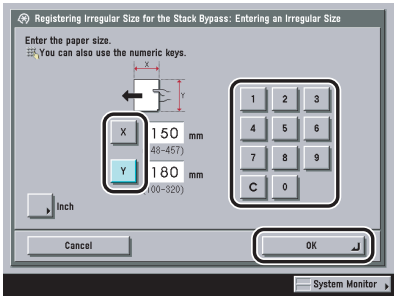


NOTE

- *Size keys that already have settings stored in them are displayed with a coloured triangle ( ) in the lower right corner of the key.*
- *If you select a size key that already has settings stored in it, the settings are displayed.*

3 Enter the size of the paper using the numeric keys on the touch panel display.

- ❑ Press [X] → enter a value.
- ❑ Press [Y] → enter a value.
- ❑ Press [OK].



You can also use 0 - 9 (numeric keys), and C to clear your entries.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The contents you have stored appear on the display.

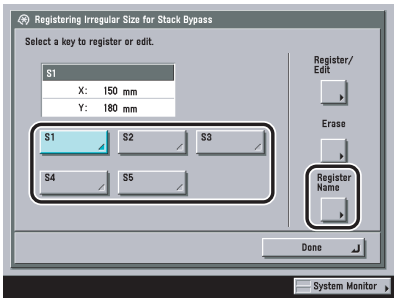
NOTE

- *To enter values in inches, press [Inch]. You must first specify to set Inch Entry in Common Settings (from the Additional Functions screen) to 'On'. (See "Inch Entry," on p. 4-22.)*
- *For instructions on how to enter values in inches, see "Values in Inches," on p. 2-32.*
- *If you make a mistake when entering values, press [C] on the touch panel display →enter the correct values.*

Naming a Size Key

1 Press → [Common Settings] → [Registering Irregular Size for Stack Bypass].

2 Select a size key ([S1] to [S5]) to name → press [Register Name].



NOTE

- *Size keys that already have settings stored in them are displayed with a coloured triangle (◢) in the lower right corner of the key.*
- *If you select a size key that already has settings stored in it, the settings are displayed.*
- *You can also name keys with no settings stored in them.*

3 Enter a name → press [OK].

The maximum number of characters that you can enter for a key name is 10.

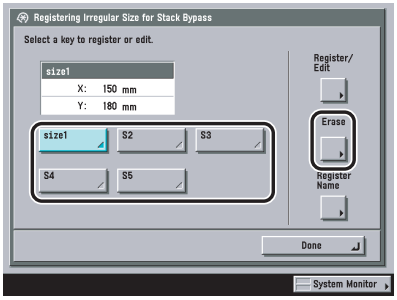
The assigned name appears on the size key.

NOTE

- *For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-28.*
- *If you press [OK] without entering any characters, the size key name reverts to its current name (default S1 to S5).*

1 **Press ⚙ → [Common Settings] → [Registering Irregular Size for Stack Bypass].**

2 **Select the size key containing the Irregular paper size settings that you want to erase → press [Erase].**



A screen appears, asking for your confirmation to erase the settings.

IMPORTANT

Make sure to check the settings first before erasing them.

NOTE

- *Size keys that already have settings stored in them are displayed with a coloured triangle (◢) in the lower right corner of the key.*
- *If you select a size key that already has settings stored in it, the settings are displayed.*

3 **Press [Yes].**

To cancel erasing the settings, press [No].

The selected paper size is erased.

NOTE

Size key names are not erased. For instructions on changing a key name, see "Naming a Size Key," on p. 4-42.

Standard Local Print Settings

You can set the standard print settings for the machine. The Standard Local Print Settings are used in the following cases:

- If you print documents stored in inboxes without changing the print settings
- If you merge and print multiple documents stored in an inbox
- If you reset the settings before printing a document that has been sent from a computer and stored in an inbox

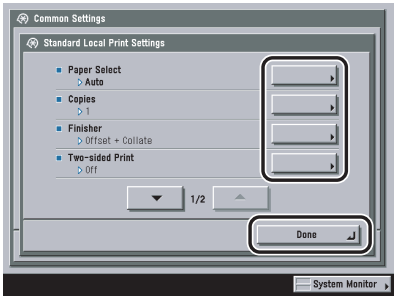
The Standard Local Print Settings are (An asterisk (*) indicates the default setting.):

- Paper Select (Paper source): Auto*
- Copies: 1*
- Finisher:
  - No finisher is attached:
    Do Not Collate, Collate*, Rotate Collate, Group, Rotate Group
  - The optional Finisher-M1 is attached:
    Do Not Collate, Collate, Offset Collate*, Group, Offset Group, Staple (Corner)
  - The optional Finisher-N1 or optional Saddle Finisher-N2 is attached:
    Do Not Collate, Collate, Offset Collate*, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right)
- Two-sided Print: On, Off*
- Erase Document After Printing: On, Off*
- Merge Documents: On, Off*

---

1 **Press ◎ → [Common Settings] → [Standard Local Print Settings].**

2 Select the desired standard local print settings for each mode → press [Done].



Details of each item are shown below.

[Paper Select]:	Select the paper source.
[Copies]:	Set the number of copies from 1 to 2,000 sets.
[Finisher]:	Set the type of collating.
[Two-sided Print]:	Set whether to perform two-sided printing.
[Erase Document After Printing]:	Set whether to erase a document from memory after it prints.
[Merge Documents]:	Set whether to merge documents, if you select multiple documents that are stored in an inbox for printing.

The selected mode is set.

Changing the Language Shown on the Touch Panel Display

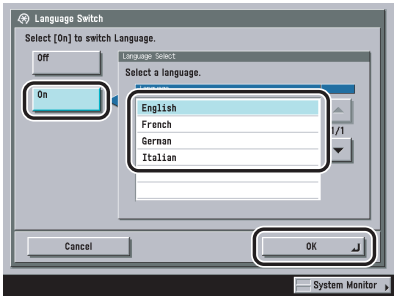
You can select the language displayed on the touch panel display.

NOTE

- *If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.*
- *Even if Language Switch is set to 'On', there are some languages that cannot be displayed.*
- *If Language Switch is set to 'On', you can also change the language shown on the Remote UI. (See Chapter 3, "Customizing Settings," in the Remote UI Guide.)*
- *The default setting is 'Off'.*

1 **Press → [Common Settings] → [Language Switch].**

2 **Press [On] → select the desired language → press [OK].**



If you do not want to change the display language, press [Off].

The selected mode is set.

IMPORTANT

- *Some messages may not be displayed properly in the language that you just selected. If this happens, restart the machine (turn the machine OFF, then back ON again).*
- *If SSO is set as the login service, and there is a difference between the language set on the machine and the one set on the Active Directory, the sender's Full name is not displayed on the e-mail recipient's machine.*

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.

NOTE

The default setting is 'Off'.

1 Press → [Common Settings] → [Reversed Display (Color)].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: The colours of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light).

[Off]: The touch panel display screen returns to its default colours.

The touch panel display's contrast changes.

Alternating the Print Output (Offset Jobs)

The Offset Jobs mode automatically sorts the print output by job when multiple print jobs are specified. This feature makes sure that output pages are always sorted even if you forget to specify a finishing mode.

NOTE

- *[Offset Jobs] is displayed only if an optional finisher is attached.*
- *The default setting is 'On'.*

1 Press → [Common Settings] → [Offset Jobs].

2 Select [On] or [Off] → press [OK].

The selected mode is set.

Data Compression Ratio for Remote Scans

You can specify the compression ratio for remote scanning. Setting a high compression ratio reduces the amount of memory used for scanning document, but also decreases the image quality.
Meanwhile, a lower compression ratio increases the amount of memory required but maintains a high image quality.

NOTE

- *[Data Compression Ratio for Remote Scans] is available only if the optional Color Image Reader-C1 and the remote scanning function is installed.*
- *For more information on the remote scanning function, see the Color Network ScanGear User's Guide.*
- *The default setting is 'Normal'.*

1 Press → [Common Settings] → [Data Compression Ratio for Remote Scans].

2 Select [High Ratio], [Normal], or [Low Ratio] → press [OK].

Details of each item are shown below.

[High Ratio]:	A small amount of memory is used for scanning the document, but the images have a lower image quality.
[Normal]:	The amount of memory used for scanning the document and the quality of the images are moderate, between the High Ratio and Low Ratio setting.
[Low Ratio]:	A large amount of memory is used for scanning the document, but the images have a higher image quality.

The selected mode is set.

Setting the Gamma Value for Remote Scans

You can set the gamma value that is used for scanning colour documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.

NOTE

- *[Gamma Value for Remote Scans] appears only if the optional Color Image Reader-C1 and the optional network scan function is installed.*
- *For more information on the Network Scan function, see the Color Network ScanGear User's Guide.*
- *The default setting is 'Gamma 1.8'.*

1 **Press → [Common Settings] → [Gamma Value for Remote Scans].**

2 **Select the desired gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].**

The selected mode is set.

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

NOTE

If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. 4-47.)

1 **Press → [Common Settings] → [Initialize Common Settings].**

2 **Press [Yes].**

To cancel initializing the Common Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Common Settings are returned to their defaults.

Timer Settings

You can make various timer related settings for the machine, such as adjusting the current time, and specifying the time it takes for the machine to enter into the Sleep mode or Low-Power mode.

Current Time Adjustment

You can make adjustments to the current time. For instructions on setting the current date and time, see "Current Data and Time," on p. 6-29.

1 **Press ⚙ → [Timer Settings] → [Time Fine Adjustment].**

2 **Press [-] or [+] to adjust the current time → press [OK].**

The current time can be adjusted in one minute increments.

Auto Sleep Time

If the machine is idle for a certain period of time after the last print job or a key operation is performed, the control panel power switch automatically switches OFF to save power. The machine has entered the Sleep mode.

NOTE

The default setting is '1' hour.

1 **Press ⚙ → [Timer Settings] → [Auto Sleep Time].**

2 **Press [▼] or [▲] to enter the desired Auto Sleep Time → press [OK].**

The Auto Sleep Time can be set from 10, 15, 20, 30, 40, 50 minutes, 1 hour, 90 minutes, 2, 3, and 4 hours.

The selected mode is set.

Auto Clear Time

If the machine is idle for a certain period of time after the last print job or a key operation is performed, the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called "Auto Clear Time."

NOTE

- *If '0' is selected, the Auto Clear Time mode is not set.*
- *The default setting is '2' minutes.*

1 Press → [Timer Settings] → [Auto Clear Time].

2 Press [-] or [+] to enter the desired Auto Clear Time → press [OK].

The Auto Clear Time can be set from 0 to 9 minutes (in one minute increments).

You can also enter values using 0 - 9 (numeric keys).

The selected mode is set.

Daily Timer Settings

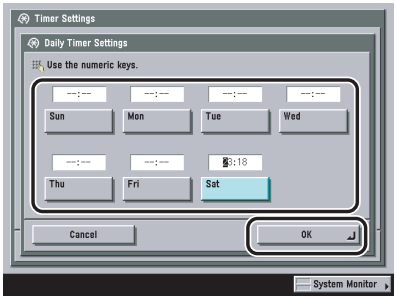
You can set the time that the machine automatically enters the Sleep mode each day of the week.

NOTE

- *Setting Range: Daily, from Sunday to Saturday, 00:00 to 23:59 in one minute increments.*
- *If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.*
- *By default, the Daily Timer Settings are not set.*

1 Press → [Timer Settings] → [Daily Timer Settings].

2 **Select the day of the week → enter the time using 0 - 9 (numeric keys) → press [OK].**



Enter the time in 24-hour notation as four digits (including zeros) without a space.

Examples: 7:05 a.m. → 0705
11:18 p.m. → 2318

If you make a mistake when entering the time, select the day of the week again → enter another four digit number.

You can also press C to clear the incorrect values.

The selected mode is set.

Low-Power Mode Time

The Low-Power mode conserves energy by turning the fixing unit OFF when the machine is idle for a certain period of time (after the last print job or a key operation is performed). This period of time is called the "Low-Power Mode Time." The touch panel display is turned OFF, and ⏻ maintains a steady green light when the machine is in the Low-Power mode.

NOTE

The default setting is '15' minutes.

1 **Press ⚙ → [Timer Settings] → [Low-power Mode Time].**

2 **Press [▼] or [▲] to enter the desired Low-Power Mode Time → press [OK].**

The Low-power Mode Time can be set from 10, 15, 20, 30, 40, 50 minutes, 1 hour, 90 minutes, 2, 3, and 4 hours.

The selected mode is set.

Adjusting the Machine

This section describes how you can make fine adjustments to the settings of the machine, such as making a fine adjustment to the printed image and the saddle stitch position.

It is recommended that you perform an Automatic Gradation Adjustment and clean the machine regularly.

Zoom Fine Adjustment

When you print a copy or a document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the copied/printed image. If this happens, you can perform a fine adjustment to compensate for this difference.

Follow the procedure below to adjust the machine.

1 **Press ⚙ → [Adjustment/Cleaning] → [Zoom Fine Adjustment].**

2 **Press [-] or [+] to adjust the percentage (%) → press [OK].**

The adjustment can be made within the range shown below:

- X (horizontal direction): -1.0% to +1.0%, in 0.1% increments
- Y (vertical direction): -1.0% to +1.0%, in 0.1% increments

If you are making an adjustment to either the X (horizontal) or Y (vertical) direction, press [-] or [+] to enter a value for that direction only.

The selected mode is set.

NOTE

The Zoom Fine Adjustment feature of this machine is different from that of other Canon products. For example, if the amount of fine adjustment for X (horizontal direction) and Y (vertical direction) are both set at '+1.0%', the actual adjustments are as follows:

- *Other Canon products:*
  Actual adjustment = zoom setting (%) + fine adjustment (%)
  50% → 51%
  100% → 101%
  400% → 401%
- *The CLC3220/iR C3220N:*
  Actual adjustment = (100 + fine adjustment (%)) x (zoom setting (%))/100
  50% → 50.5%
  100% → 101%
  400% → 404%

Saddle Stitch Staple Repositioning

You can reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge. Saddle stitch staple repositioning works by feeding several sheets of paper into the saddle stitcher unit and stapling them together.

CAUTION

If transparencies are loaded in a paper drawer, make sure to pull that drawer out slightly so that transparencies are not fed for the saddle stitch staple repositioning procedure. Damage to the machine may occur if transparencies are fed during this procedure.

IMPORTANT

- *Saddle stitch staple repositioning can only be performed if the optional Saddle Finisher-N2 is attached.*
- *Only use A3 or A4R paper for the saddle stitch staple repositioning procedure.*
- *Make sure to remove all output booklets from the optional Booklet Tray before performing the saddle stitch staple repositioning procedure.*

NOTE

Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle stitcher unit by the machine.

1 **Press ⚙ → [Adjustment/Cleaning] → [Saddle Stitcher Staple Repositioning].**

2 **Press [Start].**

To cancel the saddle stitch staple repositioning procedure, press [Cancel].

A screen informing you that the staples are being repositioned appears.

When the machine is finished repositioning the staples, the message <Finished repositioning staples.> appears for approximately two seconds on the touch panel display.

Saddle Stitch Position Adjustment

If you are using the Saddle Stitch mode of the optional Saddle Finisher-N2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error.

IMPORTANT

The saddle stitch position can only be adjusted if the optional Saddle Finisher-N2 is attached.

1 **Press ⚙ → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].**

2 **Select the paper size for which you want to adjust the saddle stitch position.**

NOTE

Some of the paper sizes displayed may not be available in certain countries.

3 **Press [▼] or [▲] to adjust the saddle stitch position → press [OK].**

The adjustment range is from -2.0 mm to +2.0 mm, in 0.25 mm increments.

The selected mode is set.

Automatic Gradation Adjustment

You can recalibrate the machine when you notice irregularities in the colour of the copy, such as when the copies turn out to be different from the original in gradation, density, or colour.

The following two types of gradation adjustments can be made:

■ Quick Adjustment

This is a quick and simple adjustment that is made to the gradation, density, and colour settings of the machine. Recalibrations are made internally without outputting any test prints.

■ Full Adjustment

This is a precise recalibration that is made to the gradation, density, and colour settings of the machine. The procedure involves making test prints and placing them on the platen glass for scanning. Once this is complete, the machine automatically corrects the irregularities.

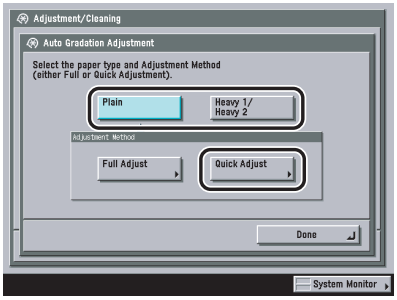
IMPORTANT

It is recommended that you select [Full Adjust] when performing an automatic gradation adjustment. Select [Quick Adjust] for a quick, but less complete adjustment between regular full adjustment recalibrations.

Quick Adjustment

1 **Press ◎ → [Adjustment/Cleaning] → [Auto Gradation Adjustment].**

2 Select the paper type for the gradation adjustment →press [Quick Adjust].



IMPORTANT

The machine automatically adjusts the amount of toner and the speed of printing, depending on the paper type selected. Select the proper paper type in order to perform the adjustment effectively.

3 Press [Start].

A screen informing you that the gradation is being adjusted appears.

When the machine is finished adjusting the gradation settings, the message <Quick adjustment complete.> appears for approximately two seconds on the touch panel display.

Full Adjustment

IMPORTANT

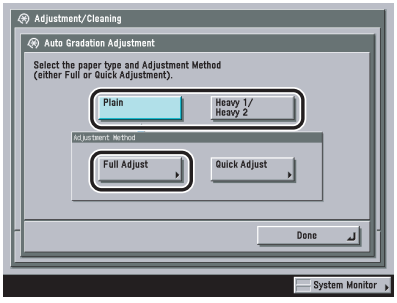
- *Make sure that you place the test prints properly. Accurate recalibrations of the gradation, density, and colour settings of the machine cannot be made if the test prints are not scanned correctly.*
- *Three test prints are output by the machine during this adjustment. Make sure that a sufficient supply of A3, A4, 11" x 17", or LTR paper of the selected paper type is loaded into the machine before starting this procedure.*

NOTE

Test prints are not counted as part of the copy or print total page counts.

1 Press ⚙ → [Adjustment/Cleaning] → [Auto Gradation Adjustment].

2 Select the paper type for the gradation adjustment →press [Full Adjust].



IMPORTANT

The machine automatically adjusts the amount of toner and the speed of printing, depending on the paper type selected. Select the proper paper type in order to perform the adjustment effectively.

3 Press [Test Print 1].

The message <Printing...> appears.

Test Print 1 is printed.

NOTE

The message <Load paper. A3, A4, 11 x 17, and LTR paper sizes can be selected for plain paper or heavy paper.> appears if the appropriate paper type is not loaded in a paper source.

4 Place the first test print on the platen glass.

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

5 **Press [Start Scan].**

The message <Scanning...> appears.

6 **Remove the first test print from the platen glass → press [Test Print 2].**

The message <Printing...> appears.

Test Print 2 is printed.

7 **Place the second test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

8 **Press [Start Scan].**

The message <Scanning...> appears.

9 **Remove the second test print from the platen glass → press [Test Print 3].**

The message <Printing...> appears.

Test Print 3 is printed.

10 **Place the third test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

11 **Press [Start Scan].**

When scanning is complete, the gradation adjustment begins. The message <Adjusting...> appears.

When the machine is finished adjusting the gradation settings, the message <Full Adjustment Complete.> appears for approximately two seconds on the touch panel display.

The display returns to the Adjustment/Cleaning screen.

12 **Remove the third test print from the platen glass.**

Exposure Recalibration

You can recalibrate the exposure adjustment scale if differences between the image in the original and the print occur.

NOTE

The default setting is in the middle (5), on a scale of 1 to 9.

1 Press → [Adjustment/Cleaning] → [Exposure Recalibration].

2 Press [Light] or [Dark] for each function to adjust the exposure → press [OK].

<Copy/Inbox> appears only if the optional Color Image Reader-C1 is attached.

<Send (B & W)> and <Send (Color)> appear only if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or if only the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed.
<Send> appears only if the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.

The selected mode is set.

Cleaning the Inside of the Main Unit

If streaks appear on printed output or random parts of the printed image are missing, the inside of the main unit may be dirty. If this happens, clean the inside of the main unit, as described below.

NOTE

It takes about 90 seconds to clean the inside of the main unit.

1 Press → [Adjustment/Cleaning] → [Cleaning inside Main Unit].

2 Press [Start].

To cancel cleaning, press [Cancel].

While the inside of the main unit is being cleaned, the screen below appears.

When cleaning is complete, the message <Cleaning inside the main unit is complete.> appears for approximately two seconds on the touch panel display.

The display returns to the Adjustment/Cleaning screen.

The inside of the main unit is clean. Try printing again.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the optional feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

IMPORTANT

This procedure is necessary only if the optional Color Image Reader-C1 and Feeder (DADF-K1) are attached.

NOTE

It takes about 20 seconds to clean the feeder.

1 Press → [Adjustment/Cleaning] → [Feeder Cleaning].

2 Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use A4 paper (60 to 80 g/m^2).

To cancel Feeder Cleaning, press [Cancel].

While the feeder is being cleaned, the screen below appears.

When cleaning is complete, the message <Finished cleaning the feeder.> appears for approximately two seconds on the touch panel display.

The display returns to the Adjustment/Cleaning screen.

The feeder is clean. Try scanning again.

NOTE

To cancel Feeder Cleaning when it is in progress, press [Cancel].

Checking Job and Device Status

5
CHAPTER

This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.

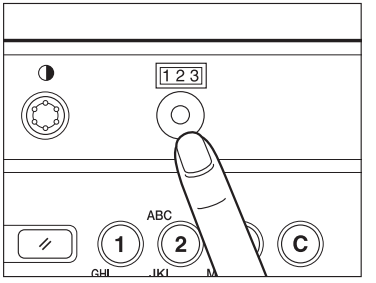
Checking the Counter 5-2
Checking Job Status 5-6
Job Details 5-10
Checking Copy/Print Job Details 5-10
Printing the Copy/Print Log 5-11
Priority Printing 5-13
Handling Print Jobs Sent from Computers 5-15
Printing Secured Documents 5-17

Checking the Counter

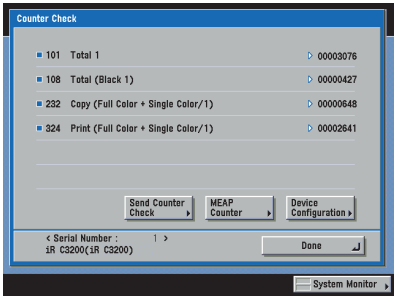
You can check the machine's copy and print page counts.

You can also check print and scan page counts that are performed by users who log on to MEAP applications, using a login service.

1 Press ◎ on the control panel.



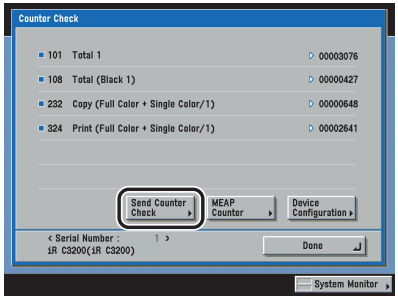
The various counts are shown on the touch panel display.



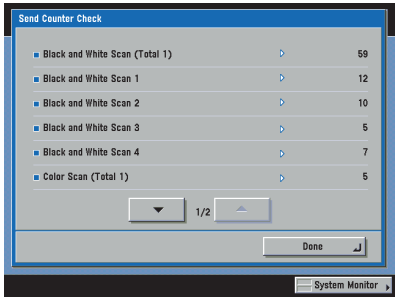
2 Check the Send or MEAP counter.

● **To check the Send counter:**

❑ Press [Send Counter Check].



The counter totals are shown on the touch panel display.



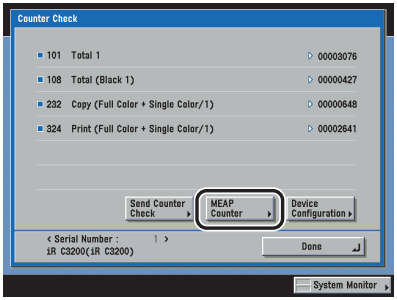
❑ Press [Done].

NOTE

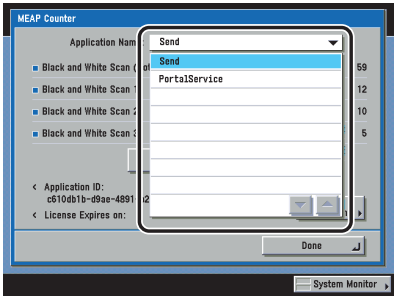
[Send Counter Check] is displayed only if the Color Image Reader-C1is attached.

● **To check the MEAP counter:**

❑ Press [MEAP Counter].

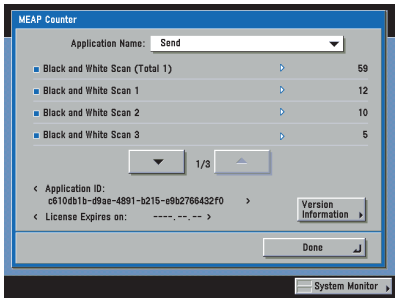


❑ Press the Application Name drop-down list → select the desired application.



If the counter for the desired application is not displayed, press [▼] or [▲] to scroll to the desired application.

The counter totals, Application ID, and license expiration date are shown on the touch panel display.



To check information such as the version information of an application, version information of the MEAP system, and MEAP specifications, press [Version Information].

❑ Press [Done].

3 Press [Done].

The display returns to the Basic Features screen.

Checking Job Status

If you press [System Monitor], the System Monitor screen appears, enabling you to check and change the status of Copy, Send, Fax, Print, and Receive jobs. For example, you can change the order of jobs in the print queue, cancel a job, check the details of a job, or print a password protected job (Secured Print).

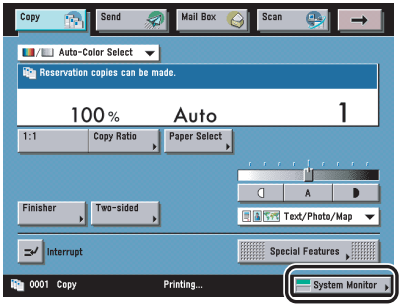
By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a fax transmissions/receptions report from the System Monitor screen.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in all of the standard and optional paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

NOTE

- *If the optional iR Security Kit is attached and Job Log Display in System Settings (from Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen.*
  - *[Receive]*
  - *Copy/Send/Fax/Print logs*
- *Many of the check/change operations can also be performed from the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," in the Remote UI Guide.)*
- *The status bars on the keys located on the bottom of the System Monitor screen, flash in red or green to indicate the status of jobs. The status bars flash green when there are current jobs that are being processed, and maintain a steady green light when there are jobs in the print queue. Flashing red status bars indicate errors. For instructions on resolving errors, see Chapter 8, "Troubleshooting."*
- *You can use the copy function only if the optional Color Image Reader-C1 is attached.*
- *The Send function is available only if the optional Color Universal Send Kit and Resolution Switching Board are installed, and the optional Color Image Reader-C1 is attached.*
- *The Fax function is available only if the optional Super G3 FAX Board and Resolution Switching Board are installed, and the optional Color Image Reader-C1 is attached.*

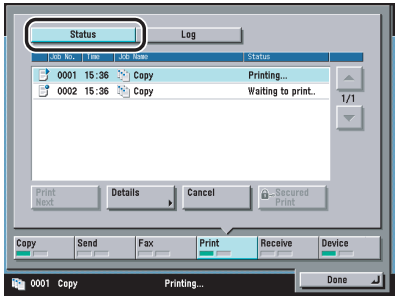
1 Press [System Monitor].



2 From the keys located at the bottom of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.

- **If a job type ([Copy], [Send], [Fax], [Print] or [Receive]) is selected:**

  ❑ Press [Status] to check the jobs currently being processed or waiting to be processed.



The example above shows the screen that is displayed when [Print] is selected.

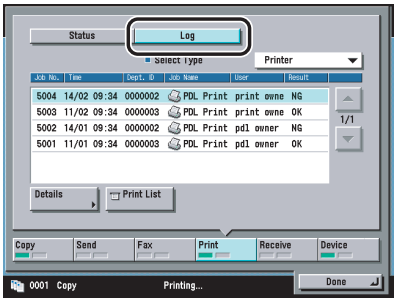
If [Fax] is selected, press [Send Job Status] or [Received Job Status] instead.

If [Receive] is selected, press [Forwarding Status].

NOTE

For instructions on checking the status of Send, Fax, or Receive jobs, see Chapter 8, "Checking/Changing the Send/Receive Status," in the Sending and Facsimile Guide.

❑ Press [Log] to check the jobs that have already been processed.



The log is organized according to the type of job. Press the Select Type drop-down list → select the type of job whose log you want to check.

If you select [RX Print] from the Select Type drop-down list, the log for all received jobs is displayed in chronological order.

NOTE

- *The status of Receive jobs can only be confirmed by the log.*
- *The table below describes the icons that are displayed on the status and log screens.*

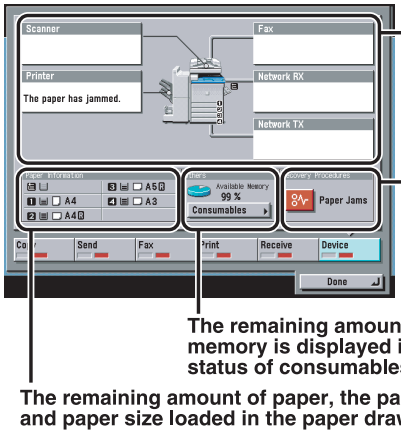
Icon (Job Status)	Description
	Executing
	Waiting
	Error
	Cancelling
	Paused
	Secured Print
	Sent

Icon (Job Type)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Print Job
	Report Print Job

- *The most recent 100 copy, fax, or print jobs and a total of the 100 most recent send and receive jobs are displayed in the log.*

● **If [Device] is selected:**

❑ Check the current machine status.



The status of the device and the current job are displayed here.

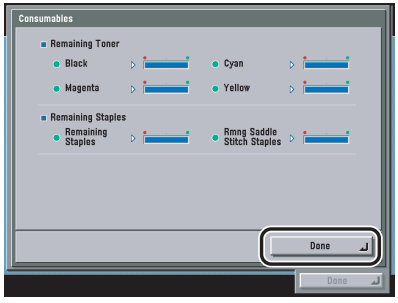
This area displays recovery procedures for problems.

The remaining amount of available system memory is displayed in percentage, and the status of consumables are displayed.

The remaining amount of paper, the paper type and paper size loaded in the paper drawers.

❑ Press [Consumables] to display the remaining amount of toner and staples.

❑ When you are finished checking the status of the consumables, press [Done].



NOTE

All displays are approximations of the actual amount of consumables remaining.

3 Press [Done].

The display returns to the Basic Features screen.

Job Details

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

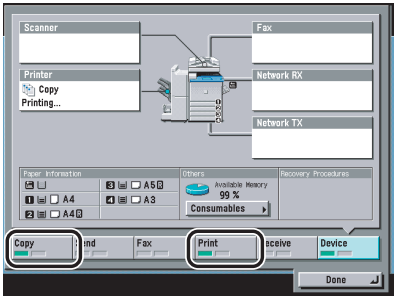
NOTE

If the optional iR Security Kit is attached and Job Log Display in System Settings (from Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen.

- *[Receive]*
- *Copy/Send/Fax/Print logs*

Checking Copy/Print Job Details

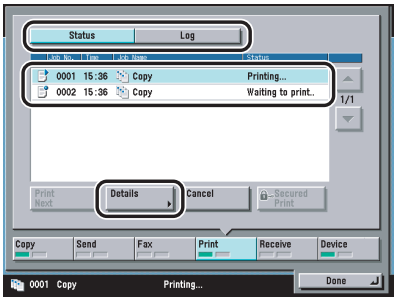
1 Press [System Monitor] → select the job type ([Copy] or [Print]).



IMPORTANT

To check the details of jobs specified through a MEAP application, select [Print] for both Copy and Print jobs.

2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**



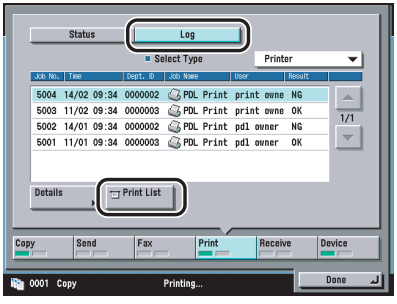
3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

Printing the Copy/Print Log

1 **Press [System Monitor] → select the job type ([Copy] or [Print]).**

If necessary, see the screen shot in step 1 of "Checking Copy/Print Job Details," on p. 5-10.

2 **Press [Log] → [Print List].**



If you selected [Print] in step 1, press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].

NOTE

The log can be printed only if A3, A4, or A4R (plain, recycled, or colour paper only) is loaded in one of the paper sources that are set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)

3 Press [Yes].

To cancel printing the log, press [No].

If you selected [Copy], the Copy Log List is printed. If you selected [Print], the Print Log List is printed.

4 Press [Done].

The display returns to the Basic Features screen.

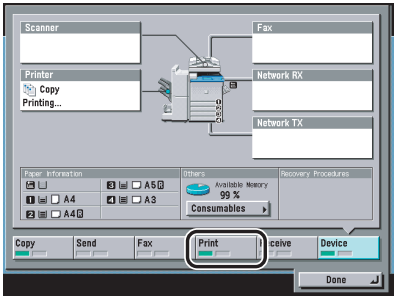
NOTE

For samples of the Copy and Print Logs, see "Sample Reports," on p. 9-2.

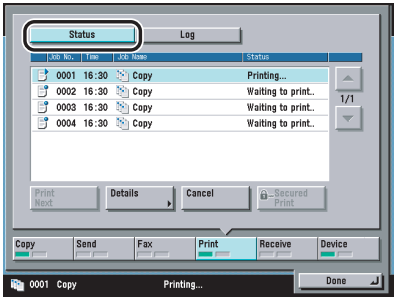
Priority Printing

You can change the printing priority of a job, so that it is printed right after the current job is complete.

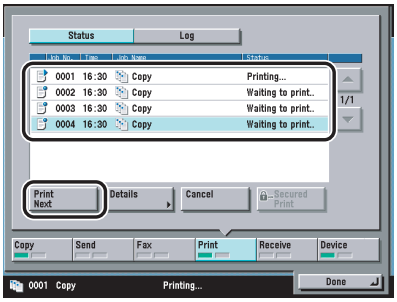
1 Press [System Monitor] → [Print].



2 Press [Status].



3 Select the priority job for printing → press [Print Next].



4 Press [Done].

The display returns to the Basic Features screen.

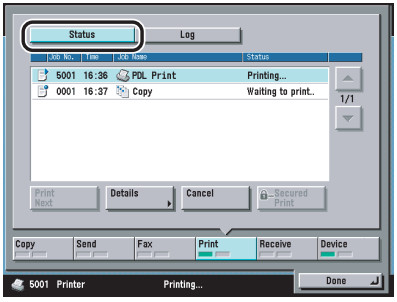
Handling Print Jobs Sent from Computers

You can temporarily stop a print job sent from a computer, or skip a print error if it occurs.

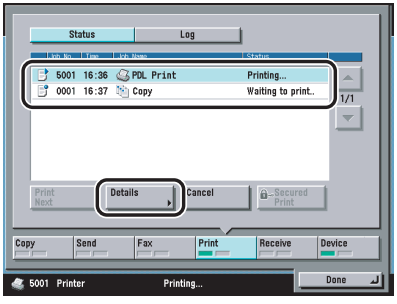
1 **Press [System Monitor] → [Print].**

If necessary, see the screen shot in step 1 of "Priority Printing," on p. 5-13.

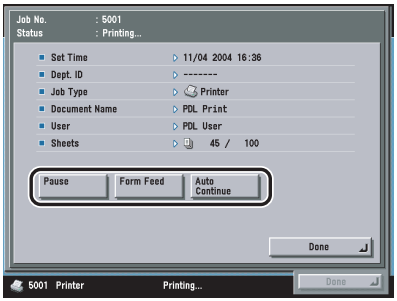
2 **Press [Status].**



3 **Select the desired job → press [Details].**



4 Select how to handle this print job.



If you press [Pause], printing stops temporarily, and the key changes to [Resume].

If you press [Resume], printing resumes, and the key changes to [Pause].

You can continue the print job even if a print error occurs, by pressing [Auto Continue]. However, the print output may not be as expected, depending on the type of print error.

If printing is cancelled from a computer, or if the data is less than one page, the print job may not be processed correctly. Press [Form Feed] to force the print data remaining in memory to be printed out.

5 When you are finished handling the print job, press [Done] repeatedly until the Basic Features screen appears.

Printing Secured Documents

You can print documents that have been assigned a password and sent to this machine from a computer. Documents with a password are called "secured documents."

Secured documents waiting to be printed are displayed with the locked icon ( ) to the left of the job number. To print these documents, you need to enter the correct password. This prevents unauthorized people who do not know the password from printing or accessing the document.

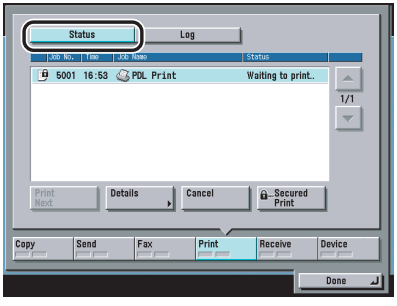
IMPORTANT

- *If the main power is turned OFF, any secured documents are erased.*
- *Secured documents are erased after they are printed.*
- *You cannot change the print settings of secured documents.*
- *A large secured print job with many pages may be cancelled by the machine. A cancelled secured print job does not appear on the Print job status screen. The machine can process up to 3,800 pages per secured print job; however, if the machine is being used for other jobs or operations, such as the storing of documents in inboxes, the actual number of pages per secured print job that the machine can process is less than 3,800. The maximum number of secured documents that can be printed at one time is 50.*

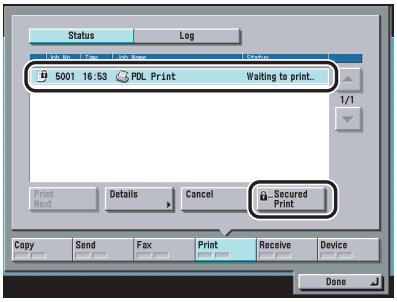
1 Press [System Monitor] → [Print].

If necessary, see the screen shot in step 1 of "Priority Printing," on p. 5-13.

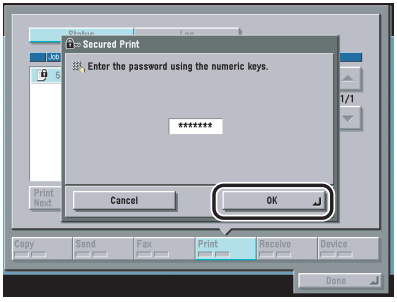
2 Press [Status].



3 Select the desired secured document → press [Secured Print].



4 Enter the correct password using ⓪ - ⑨ (numeric keys) → press [OK].



Enter the same password that you originally assigned to the document at the computer. Once the correct password is entered, the machine is ready to print the document.

To cancel printing the secured document, press [Cancel] on the Secured Print screen.

Printing starts.

NOTE

If there is a current or reserved job, the machine starts printing the secured document after the current or reserved job is complete.

5 Press [Done].

The display returns to the Basic Features screen.

6 CHAPTER

System Manager Settings

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

Specifying the System Manager Settings 6-2

Department ID Management 6-4

- Registering the Department ID, Password, and Page Limit 6-5
- Changing the Password and Page Limit 6-9
- Erasing the Department ID and Password 6-13
- Checking and Printing Counter Information 6-15
- Clearing Page Totals 6-18
- Allowing Print and Scan Jobs with Unknown IDs 6-20
- Allowing B&W Copy and Print Jobs without Entering a Department ID 6-21

Remote UI 6-24

Device Information Settings 6-25

Clearing the Message Board 6-26

Auto Online/Offline 6-27

- Auto Online 6-27
- Auto Offline 6-28

Current Data and Time 6-29

Limiting Functions When the Optional Security Key Is Turned OFF 6-33

License Registration 6-34

MEAP Settings 6-36

- Use HTTP Server 6-36
- Printing Installed Application Information 6-37

Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

System Manager Settings is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

IMPORTANT

- *Attaching the optional Card Reader-D1 erases the System Manager ID and System Password that have been stored.*
- *Depending on the login service you set, if Department ID Management is set to 'Off' and System Manager ID or Password is not specified, all of the users may be considered as the Administrator even without authentication.*

NOTE

- *If the optional Card Reader-D1 is attached, the numbers 1 to 300 cannot be used for the System Manager ID. Numbers 1 to 300 are reserved for control cards by default.*
- *For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-28.*
- *You can enter a maximum of 32 characters for a name, contact, or comment, and 64 characters for an e-mail address.*
- *The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.*
  - *Example: If <321> is entered, then <0000321> is stored.*

---

1 **Press ◎ → [System Settings] → [System Manager Settings].**

2 Specify the desired setting → press [OK].

[System Manager ID]:

Press [System Manager ID] → enter a number (up to seven digits) using ⓪ - ⑨ (numeric keys).

You must set a System Manager ID in order to manage the operations of the machine.

You cannot store a System Manager ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

[System Password]:

Press [System Password] → enter a number (up to seven digits) using ⓪ - ⑨ (numeric keys).

You cannot store a System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

[System Manager]:

Press [System Manager] → enter the System Manager's name → press [OK].

[E-mail Address]:

Press [E-mail Address] → enter the System Manager's e-mail address → press [OK].

[Contact Information]:

Press [Contact Information] → enter the contact information for the System Manager → press [OK].

[Comment]:

Press [Comment] → enter any comment for the System Manager → press [OK].

To cancel storing the System Manager Settings, press [Cancel].

NOTE

If you make a mistake when entering a number, press ⓒ to clear the entire number.

Department ID Management

By registering a Department ID and password for each department, you can manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management On or Off.
- Register the Department ID and password.
- Set page limits for colour/black-and-white scans, colour/black-and-white prints, and colour/black-and-white copies.
- Set whether to use Department ID Management for the Mail Box, Send, Fax, and Network Scan functions. If the Copy function is specified, it is automatically restricted when Department ID Management is set.
- Set up copy, scan, and print restrictions.

Department ID Management is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

IMPORTANT

- *The optional NetSpot Accountant is necessary to use SSO and Department ID Management simultaneously. If NetSpot Accountant is not installed, and SSO is set as the login service, make sure that Department ID Management is set to 'Off'; other wise, you will not be able to log on.*
- *If you are using SSO and set the Department ID Management to 'On', you may not be able to log on. In this case, change the login service to Default Authentication and then set Department ID Management to 'Off', or set a login service other than SSO. For instructions on how to set the login service, see Chapter 4,"MEAP System Management," in the MEAP SMS Administrator Guide.*
- *If the Card Reader-D1 (optional) is attached, and SDL or Default Authentication is set as the login service, Department ID Management is automatically activated. (See "Card Reader-D1," on p. 3-24.)*
- *If SDL or SSO is set as a login service, Department ID Management is performed on the Department ID, which shares the same user name and password with the MEAP User Authentication.*
- *If SDL is set as a login service, the registered information in SDL and the registered user data and password in Department ID Management of the machine must be matched. For instructions on how to set user information of SDL, see the MEAP SMS Administrator Guide.*
- *If SDL or SSO is set as a login service, the Limit Functions mode is not available.*

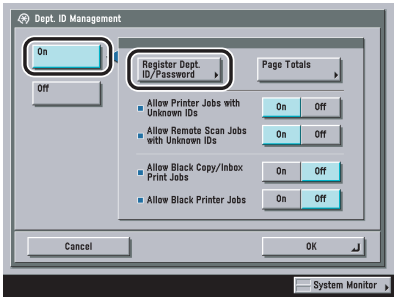
NOTE

- *The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.*
  - *Example: If <321> is entered, then <0000321> is stored.*
- *You can set the page limit from 0 to 999,999 pages.*
- *Other than using Department ID Management, this machine also enables you to manage user information using SDL or SSO.*
- *The default setting is 'Off'.*

Registering the Department ID, Password, and Page Limit

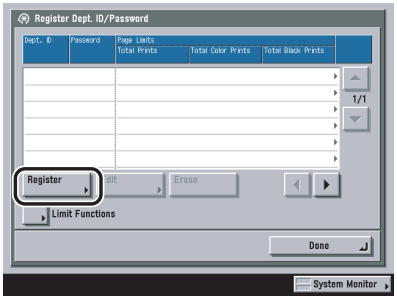
1 **Press ◎ → [System Settings] → [Dept. ID Management].**

2 **Press [On] → [Register Dept. ID/Password] .**



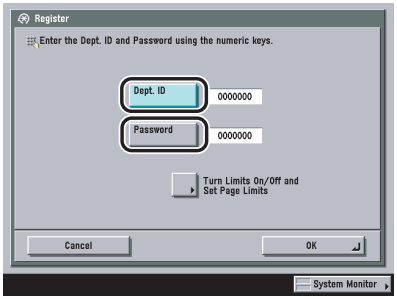
If you do not want to store a Department ID, password, or page limit restrictions, proceed to step 10.

3 **Press [Register].**



4 Use 0 - 9 (numeric keys) to enter the Department ID and password.

- ❑ Press [Dept. ID] → enter the Department ID.
- ❑ Press [Password] → enter the password.



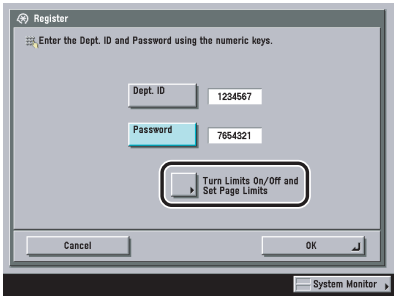
You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- *If you make a mistake when entering a number, press C to clear the entire number.*
- *If you do not want to set a password, you can use the machine by entering only the Department ID.*

5 If you want to set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



6 Set the page limits.

❑ Press [On] under the desired function(s).

To cancel setting a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- *<Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.*
- *<Total Color Print Limit> is the sum of <Color Copy Limit> and <Color Print Limit>.*
- *<Total Black Print Limit> is the sum of <Black Copy Limit> and <Black Print Limit>.*

❑ Press [□] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using 0 - 9 (numeric keys).

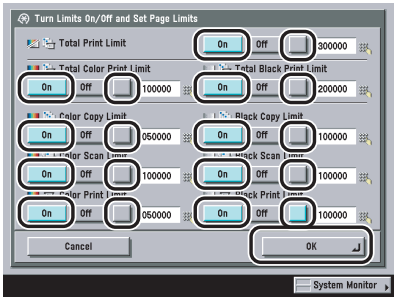
IMPORTANT

- *If any one of the colour or black-and-white page limits is reached when [Auto-Color Select] is selected as the colour mode, you cannot perform any operations.*
- *The machine stops printing if any one of the colour or black-and-white page limits is reached while printing a document that contains both colour and black-and-white areas.*
- *The machine stops copying if any one of the total colour or black-and-white print or copy limits is reached while copying a document that contains both colour and black-and-white areas.*
- *The machine stops sending a fax if the Black Scan Limit is reached while faxing a document either from memory or directly to the recipient.*
- *The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)*

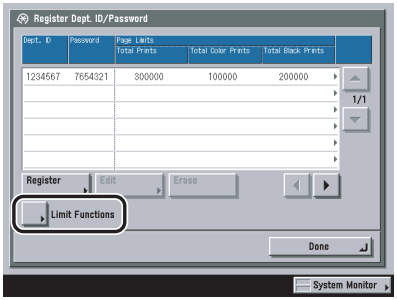
NOTE

- *If you make a mistake when entering a number, press C to clear the number.*
- *You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.*
- *The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.*

❑ Press [OK] → [OK].



7 If you would like to limit users to certain functions of the machine, press [Limit Functions].



8 Press [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].

If you select [On] for all of the functions on the screen, Department ID Management is set for all of the machine's functions.

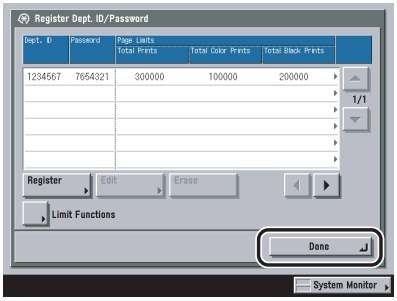
If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

<Send> appears if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board are installed. <Fax> appears if the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.

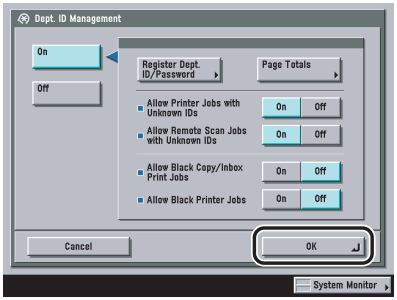
IMPORTANT

If the Color Image Reader-C1 is not attached, only [Mail Box] can be selected.

9 **Press [Done].**



10 **Press [OK].**



NOTE

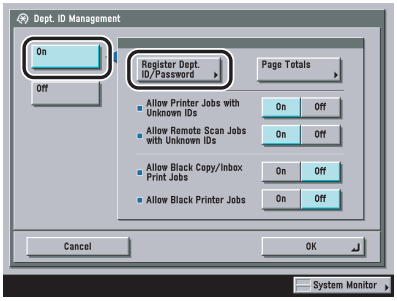
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Changing the Password and Page Limit

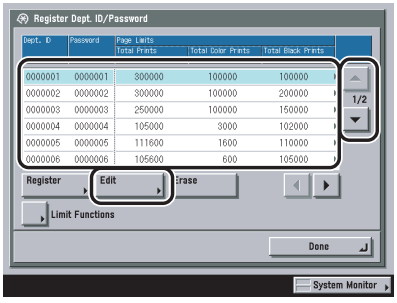
You can change the password and page limit settings that you have registered.

1 **Press ⚙ → [System Settings] → [Dept. ID Management].**

2 Press [On] → [Register Dept. ID/Password].



3 Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using ⓪ - ⑨ (numeric keys).

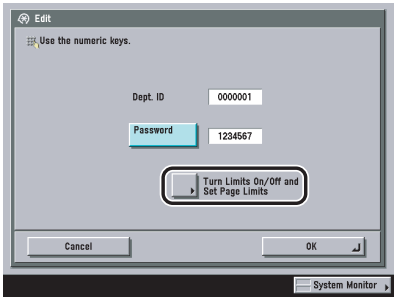
You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

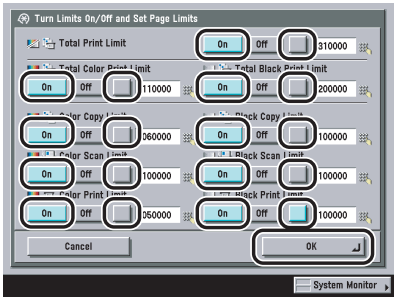
- *If you make a mistake when entering the password, press ⓒ to clear the password.*
- *You cannot change the Department ID.*

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



6 Change the page limit restriction.

- ❑ Press [On] under the desired function(s).
- ❑ Press [□] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).
- ❑ Press [OK] → [OK].

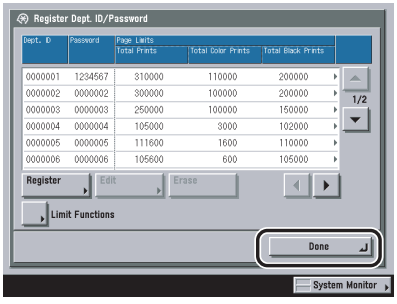


The page limits for each function can be individually set to 'On' or 'Off'.

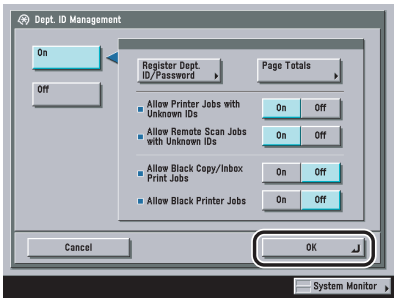
NOTE

- *If you make a mistake when entering a number, press Ⓒ to clear the number.*
- *You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.*
- *The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.*

7 Press [Done].



8 **Press [OK].**



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Erasing the Department ID and Password

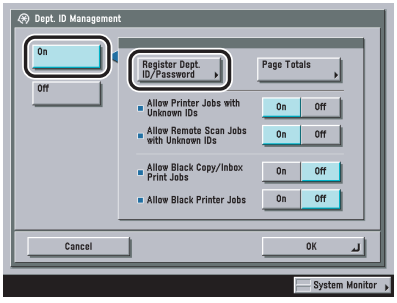
You can erase the Department ID and password that you have registered.

NOTE

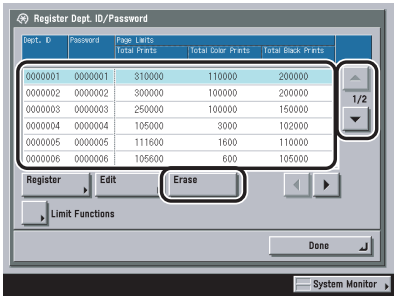
If Department ID Management is activated through the optional Card Reader-D1, you cannot delete the Department ID.

1 **Press ◎ → [System Settings] → [Dept. ID Management].**

2 **Press [On] → [Register Dept. ID/Password].**



3 Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].



NOTE

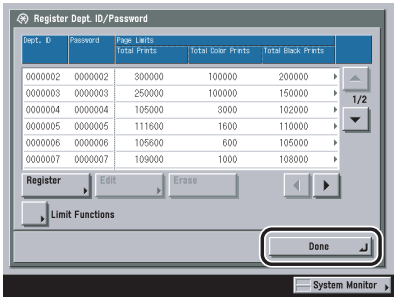
Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Press [Yes].

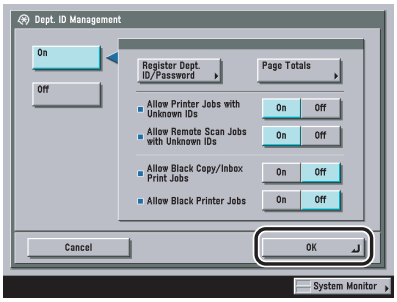
If you do not want to erase the selected Department ID, press [No].

The selected Department ID and all of its settings are erased.

5 Press [Done].



6 **Press [OK].**



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Checking and Printing Counter Information

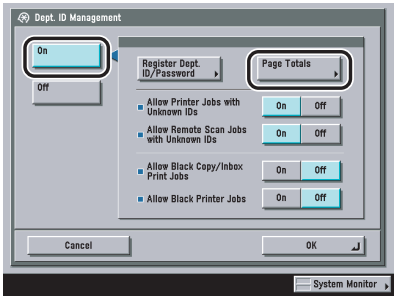
You can display and print a list of how much paper was used by each department.

NOTE

- *If SDL is set as the login service, you can check the number of print totals for the Department IDs that correspond to registered users.*
- *For instructions on how to register user information in SDL, see the MEAP SMS Administrator Guide.*

1 **Press → [System Settings] → [Dept. ID Management].**

2 **Press [On] → [Page Totals].**



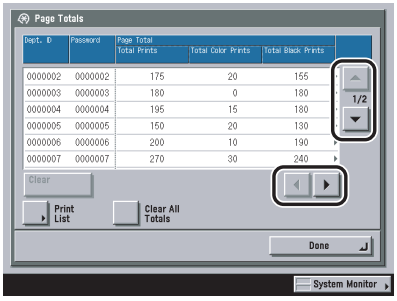
3 Check or print the page total count.

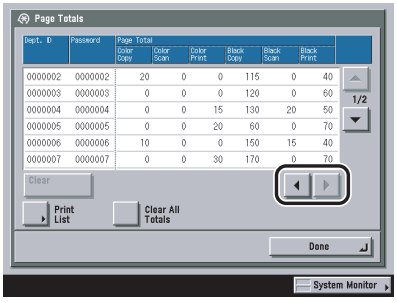
The print page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

- **If you only want to check the counter information:**

  ❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.





NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

❑ Press [Print List].

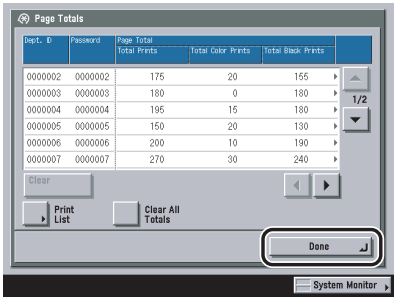
❑ Select the type of page count list that you want to print → press [Start Print].

Printing starts.

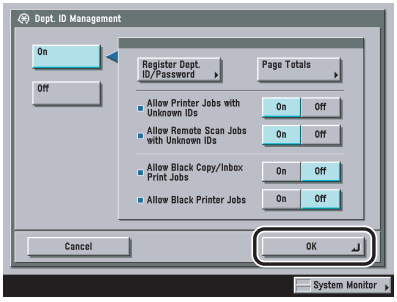
NOTE

- *To cancel printing, press [Cancel].*
- *To close the screen that is displayed while the machine is printing the Page Count List, press [Done].*
- *The counter information can be printed only if A3, A4, or A4R (plain, recycled, or colour paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)*

4 Press [Done].



5 Press [OK].



NOTE

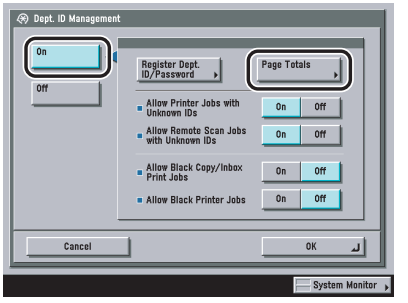
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Clearing Page Totals

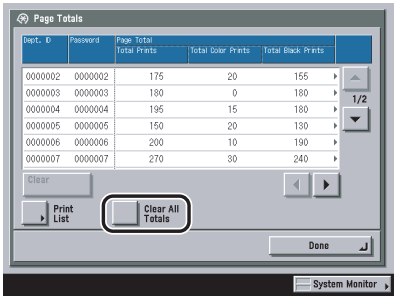
You can clear the page totals made for all departments or for specific departments.

1 **Press ◎ → [System Settings] → [Dept. ID Management].**

2 **Press [On] → [Page Totals].**



3 **Press [Clear All Totals].**



To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

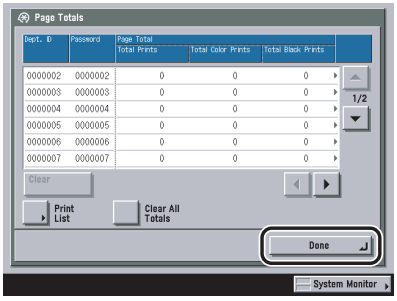
4 Press [Yes].

If you do not want to clear the page totals, press [No].

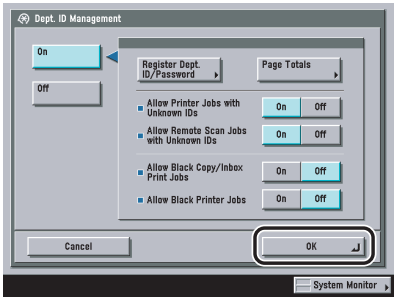
The message <Cleared.> appears for approximately two seconds on the touch panel display.

The page totals are cleared.

5 Press [Done].



6 Press [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Allowing Print and Scan Jobs with Unknown IDs

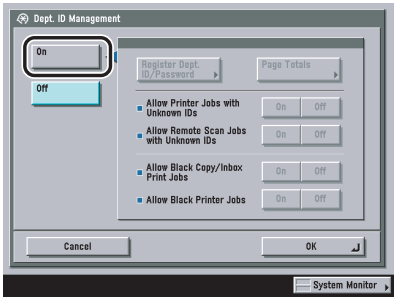
You can specify whether to accept or reject print and network scan jobs from computers that do not correspond to any registered Department ID.

NOTE

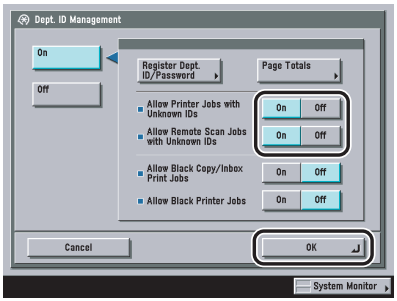
- *<Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs> are available only if the machine is equipped with the Print and Network Scan functions.*
- *The default settings are 'On' for both <Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs>.*

1 **Press → [System Settings] → [Dept. ID Management].**

2 **Press [On].**



3 Select [On] or [Off] → press [OK].



Allow Printer Jobs with Unknown IDs

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

Allow Remote Scan Jobs with Unknown IDs

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Allowing B&W Copy and Print Jobs without Entering a Department ID

You can specify whether to accept only black-and-white copy and print jobs when a Department ID is not entered.

NOTE

The default setting is 'Off'.

1 Press ◎ → [System Settings] → [Dept. ID Management].

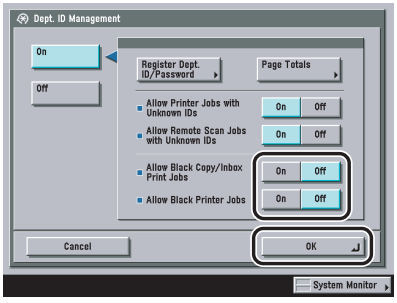
2 Press [On].

If necessary, see the screen shot in step 2 of "Allowing Print and Scan Jobs with Unknown IDs," on p. 6-20.

NOTE

If you select [On], Department ID Management is set.

3 Select [On] or [Off] → press [OK].



Allow Black Copy/Inbox Print Jobs

[On]: [Black Copy/Black Inbox Print] appears on the screen for entering the Department ID and password.

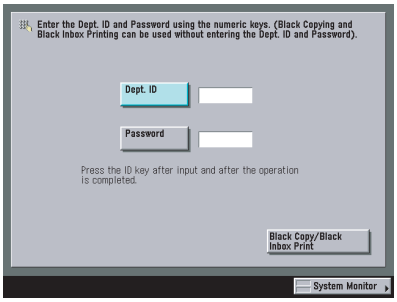
[Off]: [Black Copy/Black Inbox Print] does not appear on the screen for entering the Department ID and password.

Allow Black Printer Jobs

[On]: The machine accepts black-and-white print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept black-and-white print jobs from computers that do not correspond with a registered Department ID.

If you set [Allow Black Copy/Inbox Print Jobs] to 'On', [Black Copy/Black Inbox Print] appears on the screen for entering the Department ID and password.


Enter the Dept. ID and Password using the numeric keys. (Black Copying and Black Inbox Printing can be used without entering the Dept. ID and Password).
Dept. ID
Password
Press the ID key after input and after the operation is completed.
Black Copy/Black Inbox Print
System Monitor

To copy or print in black-and-white, press [Allow Black Copy/Inbox Print].

IMPORTANT

You cannot print documents that are sent from a computer and stored in an inbox by pressing [Black Copy/Black Inbox Print]. To print the documents, enter a Department ID and password.

NOTE

- *If you set [Allow Printer Jobs with Unknown IDs] to 'On', all printing jobs are accepted. Therefore, the [Allow Black Printer Jobs] setting is ignored.*
- *To copy or print in the Auto-Color Select or Single Color mode, to store an original in an inbox, to send a document, or use other functions except for black-and-white copying and printing, you must enter a Department ID and password.*

Remote UI

You can set whether the machine's settings can be specified through the Remote UI (User Interface).

Remote UI is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

NOTE

- *For more information on the Remote UI, see the Remote UI Guide.*
- *The default setting is 'On'.*

1 Press → [System Settings] → [Remote UI].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Settings can be specified through the Remote UI.

[Off]: Settings cannot be specified through the Remote UI.

The selected mode is set.

NOTE

The Remote UI is enabled only after you restart the machine.

Device Information Settings

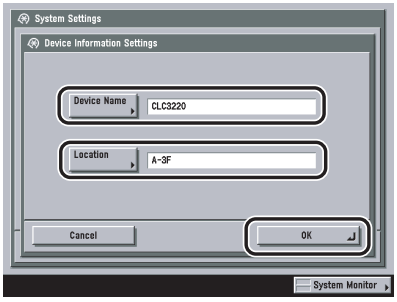
Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

Device Information Settings is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

1 Press ⚙ → [System Settings] → [Device Information Settings].

2 Enter the name and location of the machine.

- ❑ Press [Device Name] → enter the name of the machine → press [OK].
- ❑ Press [Location] → enter the place where the machine is located → press [OK].
- ❑ Press [OK].



The maximum number of characters that can be entered is 32.

If you do not want to store the name and location of the machine, press [Cancel].

The device name and the location of the machine are set.

NOTE

For instructions on entering characters on the touch panel display, see "Entering Characters from the Touch Panel Display," on p. 2-28.

Clearing the Message Board

The Message Board is a function used by the System Manager to display messages for users on the touch panel display. Message board settings are made from the Remote UI, but can be cleared from the main unit.

Clearing the Message Board is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

NOTE

For instructions on creating messages using the Remote UI, see Chapter 3, "Customizing Settings," in the Remote UI Guide.

1 **Press → [System Settings] → [Clear Message Board].**

2 **Press [Yes].**

If you do not want to clear the Message Board, press [No].

The Message Board is cleared.

Auto Online/Offline

To use the optional Network Scan function, the machine must be connected to a network and must be separately switched online to the network. This section explains how to switch the network online and offline in order to use the Network Scan function.

Auto Online/Offline is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

NOTE

- *[Auto Online] and [Auto Offline] are displayed only if the optional network scan function is installed.*
- *For more information on the Network Scan function, see the Color Network ScanGear User's Guide.*

Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press [Scan] on the Basic Features screen.

NOTE

The default setting is 'Off'.

1 **Press → [System Settings] → [Auto Online/Offline] → [Auto Online].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy or Mail Box function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear function activates.

NOTE

The default setting is 'Off'.

---

1 **Press → [System Settings] → [Auto Online/Offline] → [Auto Offline].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

NOTE

If Auto Offline is set to 'On', the machine automatically goes offline once the Auto Clear Time mode activates. If the Auto Clear Time mode is not set (the Auto Clear Time mode is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Auto Clear Time," on p. 4-52.)

Current Data and Time

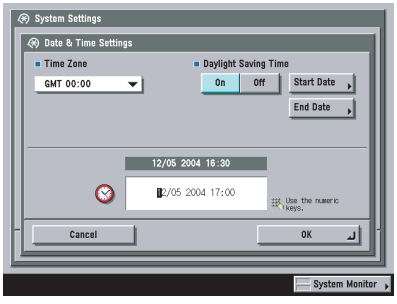
Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

Date & Time Settings is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

1 **Press ◎ → [System Settings] → [Data & Time Settings].**

2 **Enter the current date (day, month, year) and time using ⓪ - ⑨ (numeric keys).**



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation as four digits (including zeros) without a space.

Examples:

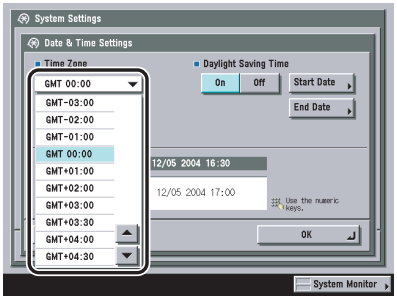
	6 May	→ 0605
	7:05 a.m.	→ 0705
	11:18 p.m.	→ 2318

NOTE

If you make a mistake when entering values, press ◎ → enter the values again, starting with the day.

● **If you are setting the Time Zone:**

❑ Press the Time Zone drop-down list → select the time zone in which the machine is located.

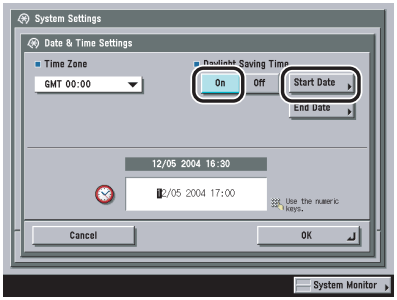


NOTE

- *The default setting is 'GMT 00:00'.*
- *If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.*

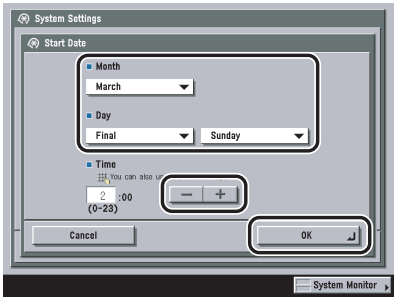
● **If you are setting Daylight Saving Time:**

❑ Press [On] → [Start Date].

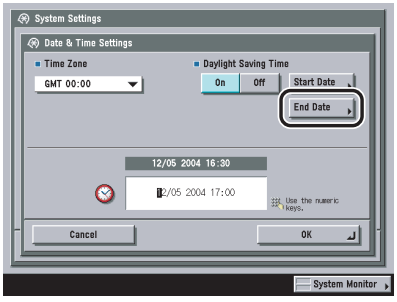


❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].



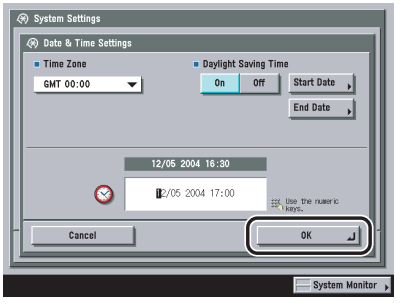
❑ Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].



NOTE

- *If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.*
- *The default setting is 'On'. Between 2:00 a.m. on the last Sunday of March and 3:00 a.m. on the last Sunday of October.*
- *You can also use ⓪ - ⑨ (numeric keys) to enter the time, and Ⓒ to clear your entry.*
- *You can change the value entered under <Time> by pressing [-] and [+], even if you entered the value using ⓪ - ⑨ (numeric keys).*
- *The time can be set in one hour increments, from 0 to 23 hours.*

3 Press [OK].



The selected mode is set.

Limiting Functions When the Optional Security Key Is Turned OFF

You can set the level of restriction that is placed on the use of the machine when the optional Security Key is turned to the OFF position.

Limit Functions with the Security Key Off is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

NOTE

- *[Limit Functions with the Security Key Off] is displayed only if the optional Key Switch Unit is installed on the machine.*
- *The default setting is 'Partial Functions'.*

1 **Press → [System Settings] → [Limit Functions with the Security Key Off].**

2 **Select [Partial Functions] or [All Functions] → press [OK].**

Details of each item are shown below.

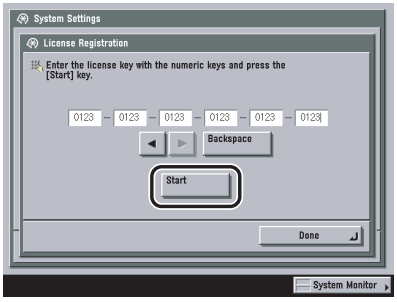
[Partial Functions]:	The Copy, Mail Box, Send, Remote UI, report printing (user specified), and Network Scan functions are prohibited from use.
[All Functions]:	All of the machine's functions are prohibited from use.

License Registration

You need to register a license to enable optional modes.
License Registration is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

1 **Press ⓐ → [System Settings] → [License Registration].**

2 **Enter the license key using ⓪ - ⑨ (numeric keys) → press [Start].**

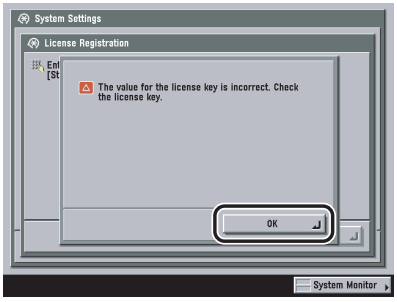

System Settings
License Registration
Enter the license key with the numeric keys and press the [Start] key.
0123 - 0123 - 0123 - 0123 - 0123 - 0123
Backspace
Start
Done
System Monitor

Details of each item are shown below.

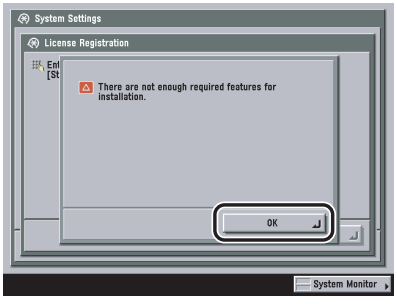
[◀] [▶]: Press to move the cursor to the desired position.

[Backspace]: Press to delet the last number entered.

If the following screen is displayed, press [OK], and then enter the correct license.



If the following screen is displayed, the license cannot be registered. Press [OK], cancel the registration.



The message <Registration completed.> appears.

3 Press [OK].

NOTE

License registration is enabled only after you restart the machine (the main power switch is turned OFF, then back ON again).

MEAP Settings

You can print information about installed MEAP applications. You can also specify HTTP (Hyper Text Transfer Protocol) settings for MEAP if required by the MEAP applications you are using.

MEAP Settings is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

Use HTTP Server

Set Use HTTP to 'On' to access this machine from a Web Browser and utilize the installed MEAP applications.

IMPORTANT

Setting Use HTTP to 'On' enables you to register and edit SDL user information. It also enables you to use the Remote UI.

NOTE

- *Set Use HTTP to 'On' if the HTTP server is required for MEAP functions and MEAP applications. To use HTTP for functions other than MEAP functions, set Use HTTP in Network Settings to 'On'. (See Chapter 3, "Using a TCP/IP Network," in the Network Guide.)*
- *If you set Use HTTP in System Settings from the Additional Functions screen to 'On', the port number for the MEAP functions and MEAP applications is automatically set to '8000'.*
- *The default setting is 'On'.*

1 **Press → [System Settings] → [MEAP Settings] → [Use HTTP].**

2 **Select [On] or [Off], and press [OK].**

If you do not want to use HTTP, press [Off].

The specified mode is set.

NOTE

This setting is enabled only after you restart the machine (the main power switch is turned OFF, then back ON again).

Printing Installed Application Information

You can print the MEAP application information, as well as certain system application information.

NOTE

- *The information is printed as a print job from the printer driver. You can check the details of this job from the System Monitor screen. (See "Job Details," on p. 5-10.)*
- *The following job attributes are set when printing:*
  - *Job Name: 'MEAP SYSTEM INFORMATION' is always set.*
  - *Job Client: The login name of the user who operates the modes from the Additional Functions screen is set. However, this is activated only if the user logs on via MEAP authentication.*

1 **Press → [System Settings] → [MEAP Settings] → [Print System Information].**

2 **Press [Yes].**

To cancel printing, press [No].

The information of the installed applications is printed.

```
**********************
  System Information
**********************

Application Name : PortalService
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3ca
a528fcd03
Application Version : 1.0
Status : Active
Installed on : Tue Apr 01 15:53:24 GMT+09:00 2003
Vendor : Canon Inc.
License Status : Unnecessary
Maximum Memory Usage : 220
Registered Service : com.canon.meap.service.portalservice.PortalServ
ice
```

Items printed for each application are as follows:

- Application Name: Prints the name of the application.
- Application ID/System Application Name: Prints the system application's file name or the application ID of a standard application.
- Application Version: Prints the application's version number.
- Status: Prints the status of the application.
  Installed: The application has been installed successfully.
  Active: The application is running.
  Stopped: The application is idle.
- Installed on: Prints the date and time the application was installed.
- Vendor: Prints the name of the application vendor.
- License Status: Prints the license status.
  Installed: An effective license has been installed.
  Invalid: License is invalid.
  Overlimit: Installed license has exceeded its limit.
- License Expires After: Prints the expiration date of the application. If License Status is <Unnecessary>, it is not printed.
- License Upper Limit: Prints the upper limit for each counter. If License Status is <Unnecessary>, it is not printed.
- Counter Value: Prints the current value for each counter. If License Status is <Unnecessary>, it is not printed.
- Maximum Memory Usage: Prints the maximum memory usage of the applications. The unit of the printed number is kilobyte.
- Registered Service: Prints the service registered on the MEAP system from the application. Registered Service is printed only if there is data that corresponds to the application.

NOTE

The printed items are subject to change, as we are constantly improving our products.

Routine Maintenance

7
CHAPTER

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Drawers 7-2
Loading Paper 7-2
Adjusting a Paper Drawer to Hold a Different Paper Size 7-7
Paper Deck-P1 (Optional) 7-11
Loading Paper 7-11
Finisher-M1 (Optional) 7-15
Replacing the Staple Cartridge 7-15
Finisher-N1/Saddle Finisher-N2 (Optional) 7-20
Replacing the Staple Cartridge in the Stapler Unit 7-20
Replacing the Staple Cartridge in the Saddle Stitcher Unit 7-24
Replacing the Toner Cartridge 7-29
Replacing the Waste Toner Container 7-34
Routine Cleaning 7-38
Platen Glass and Cover 7-38
Manual Feeder Cleaning 7-39
Cleaning the Inside of the Main Unit 7-42
Automatic Feeder Cleaning 7-43
Consumables 7-44

Paper Drawers

This section describes how to load paper into the paper drawers.

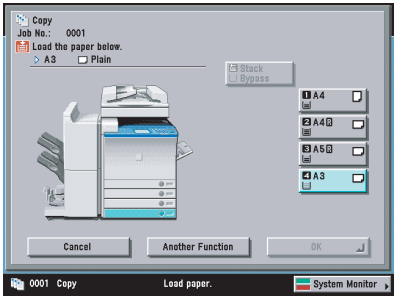
NOTE

- *The following paper sizes can be loaded into paper drawers 1, 2, 3, and 4.*
  - *305 mm x 457 mm, A3, A4, A4R, and A5R*
  - *Paper drawers 3 and 4 can be used only if the optional Cassette Feeding Unit-X1 is attached.*
- *For more information on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," on p. 2-64.*

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper drawers.



CAUTION

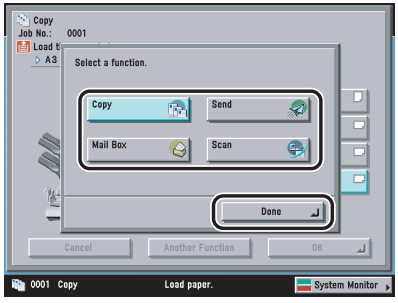
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

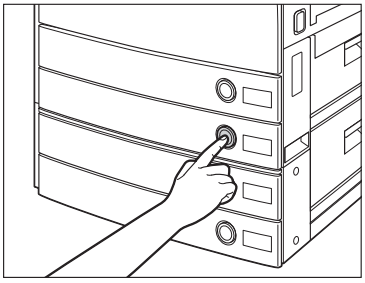
- *A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.*
- *Do not load envelopes and paper of an irregular size into the paper drawers.*
- *Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Thin straw paper*
  - *Heavyweight paper (210 to 253 g/m^2)*
  - *Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)*
- *Fan the stack of paper well before loading it.*
- *Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.*

NOTE

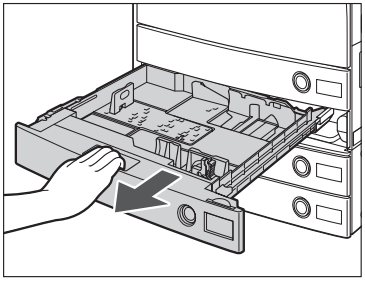
- *If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].*
- *To cancel printing, press [Cancel].*
- *To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], or [Scan] → press [Done].*



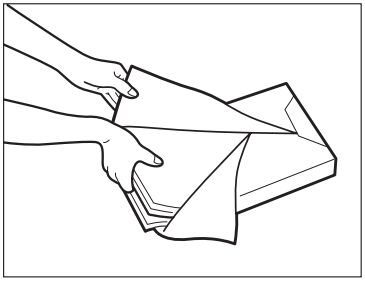
1 **Press and release the button on the paper drawer in which you want to load paper.**



2 **Grip the handle, and pull out the paper drawer until it stops.**



3 **Open a package of paper, and remove the paper stack.**



CAUTION

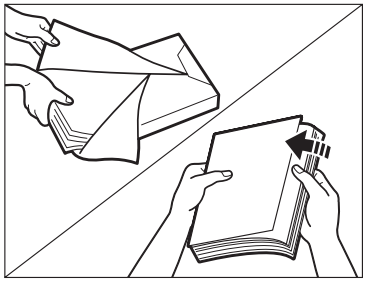
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.*

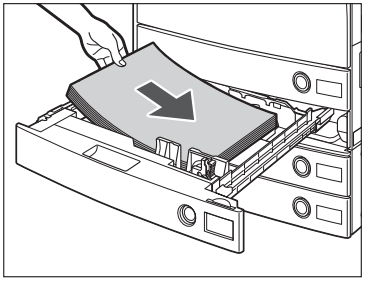


4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size slide to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size of the paper that is being loaded.



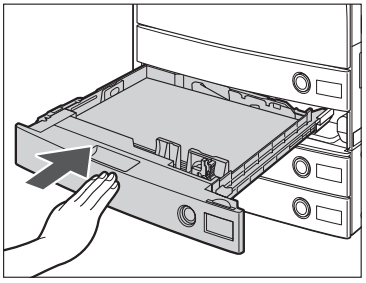
IMPORTANT

- *Paper which has been rolled or curled must be straightened out prior to use.*
- *Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer.*

NOTE

- *Each paper drawer holds approximately 550 sheets of paper (80 g/m²).*
- *If there are instructions on the package of paper about which side of the paper to load, follow those instructions.*
- *When the paper is loaded into the paper drawer, the side facing down is the one printed on.*
- *If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-19.*

5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place. If a paper drawer is overloaded, decrease the amount of paper so that it does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

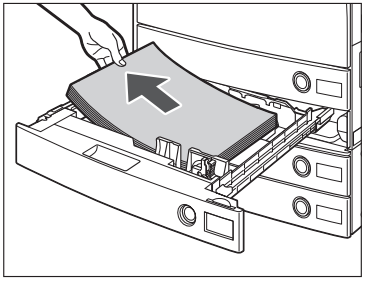
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a different paper size into a paper drawer, follow the procedure described below to adjust the paper drawer guides.

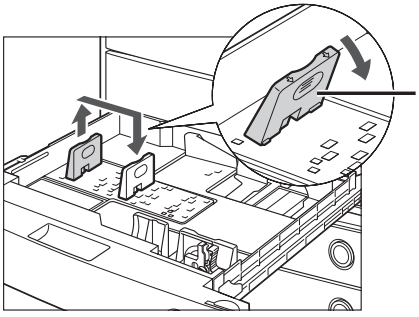
IMPORTANT

Only the A4 size can be used for transparencies. Make sure that the paper side slide is set to 'A4' when loading transparencies in the paper drawer. If transparencies of a size other than A4 is loaded in the paper drawer, the paper size and remaining amount of paper cannot be detected correctly.

1 Press and release the button on the paper drawer that you want to adjust. Grip the handle, and pull out the paper drawer until it stops. Remove all of the remaining paper.

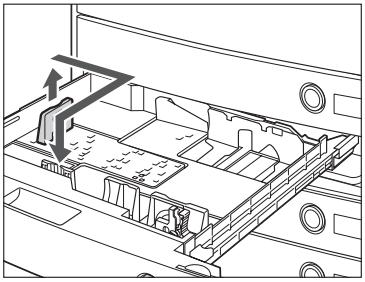


2 Lift out the left guide, and insert it into the holes marked for the desired paper size.

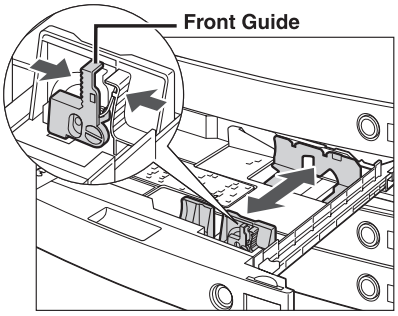


IMPORTANT

When loading 305 mm x 457 mm paper in the paper drawer, remove the left guide and insert it into the holes in the front left side of the paper drawer.



3 **Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.**



IMPORTANT

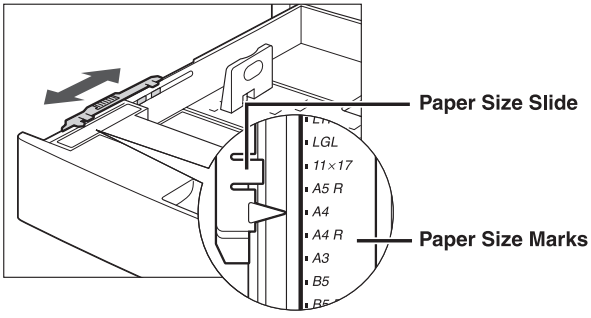
Adjust the guides correctly to avoid causing paper jam, dirty prints, or make the inside of the machine dirty.

4 **Load the appropriate size paper into the paper drawer.**

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

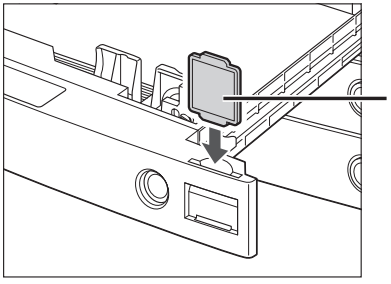
5 **Move the paper size slide on the left side of the paper drawer, to match the paper size being loaded.**



IMPORTANT

If the paper size slide is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This also may cause paper jams, dirty prints, or make the inside of the machine dirty.

6 Change the paper drawer's size plate to match the new paper size that you have loaded.



7 Change the paper drawer's size plate to match the new paper size that you have loaded.

CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Paper Deck-P1 (Optional)

If you attach the optional Paper Deck-P1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-P1 holds up to 2,700 sheets of paper (80 g/m^2).

IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, then press the open button on the paper deck.

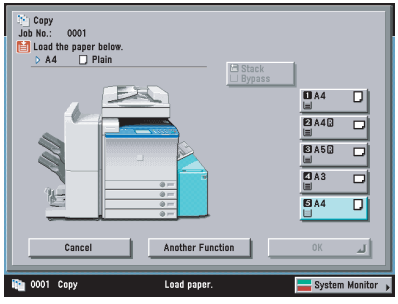
NOTE

The paper size of the optional Paper Deck-P1 is fixed to A4.

Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper deck.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

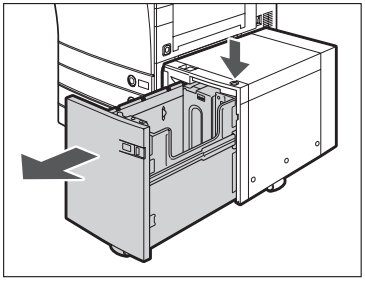
IMPORTANT

The paper deck can only accommodate paper from 64 to 209 g/m^2 in weight. Use the stack bypass to load paper that is heavier.

NOTE

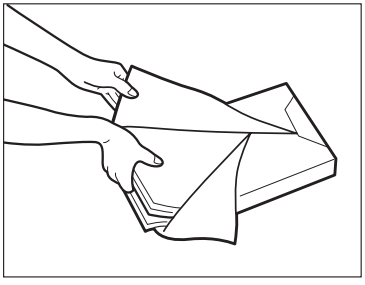
If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].

1 Press the open button to open the paper deck.



The inside lifter automatically descends to the paper loading position.

2 Open a package of paper, and remove the paper stack.



CAUTION

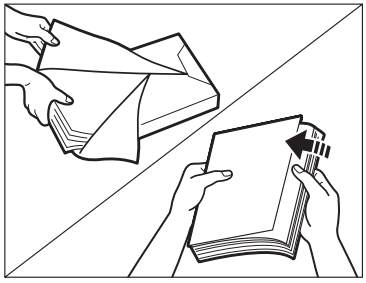
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

- *Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.*
- *Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Thin straw paper*
  - *Transparencies*
  - *Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)*

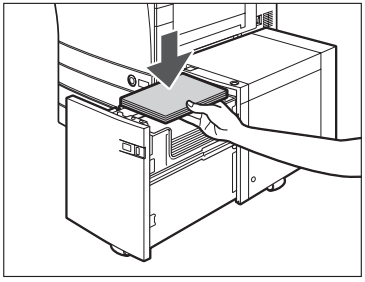
NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.*



3 Load the paper stack into the paper deck.

Make sure that the inside lifter has lowered before loading paper, and even out the edges of the paper stack.



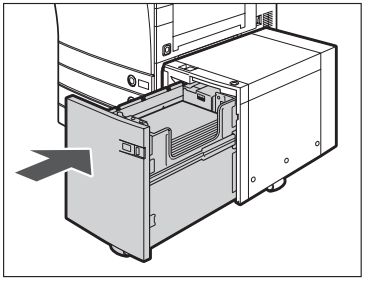
IMPORTANT

- *Paper which has been rolled or curled must be straightened out before loading it into the paper deck.*
- *Make sure that the height of the paper stack does not exceed the loading limit mark ( ) on the inside of the paper deck.*

NOTE

- *The paper deck holds approximately 2,700 sheets of paper (80 g/m²).*
- *Load the paper stack in stages, adding approximately 500 sheets of paper (80 g/m²) at a time. If the paper deck can accommodate more paper, the lifter will descend.*
- *Only load A4 paper into the paper deck. Paper cannot be loaded horizontally.*
- *If there are instructions on the package of paper about which side of the paper to load, follow those instructions.*
- *When the paper is loaded into the paper deck, the side facing up is the one printed on.*
- *If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-19.*

4 Close the paper deck.



The inside lifter automatically rises, and prepares the paper deck for feeding.

CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

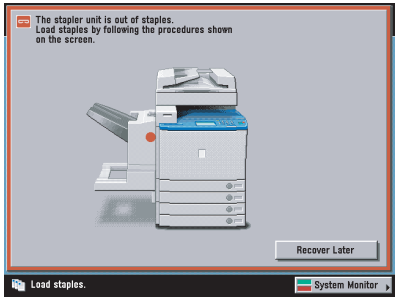
Finisher-M1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-M1.

Replacing the Staple Cartridge

When the optional Finisher-M1 is almost out of staples and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

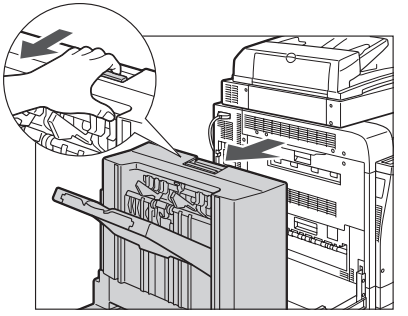
Use only staple cartridges intended for use with this machine.


The stapler unit is out of staples.
Load staples by following the procedures shown on the screen.
Recover Later
Load staples.
System Monitor

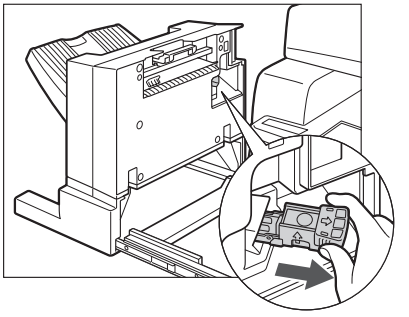
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 **Grip the handle on the finisher, and pull it away from the main unit.**

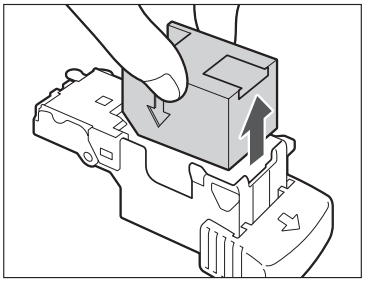


2 **Pull out the staple case, holding it by its left and right sides (green parts).**

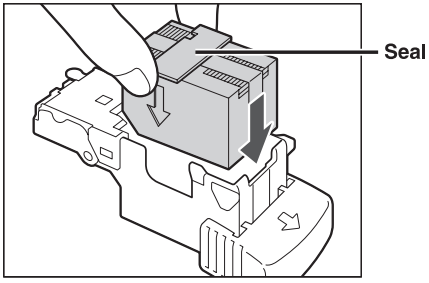


3 Pull out the empty staple cartridge, holding it by its left and right sides.

Place the staple case, as shown below, and pull out the staple cartridge.



4 Insert the new staple cartridge.



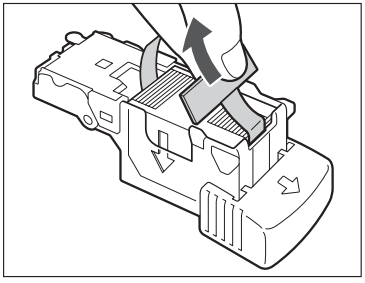
IMPORTANT

- *Use only staple cartridges intended for use with this machine.*
- *Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.*

NOTE

Only one staple cartridge can be inserted at a time.

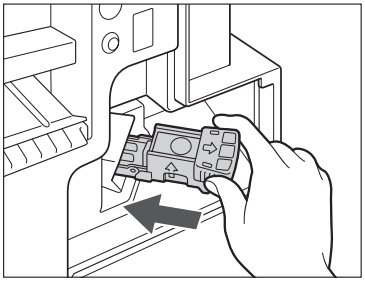
5 **Remove the seal holding the staples together, by pulling it straight out.**



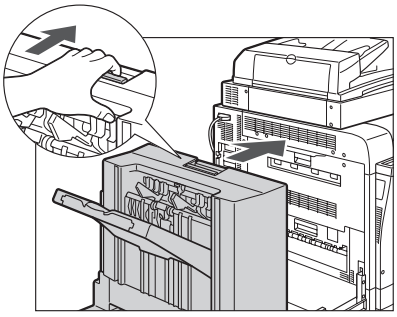
IMPORTANT

Make sure you pull the seal straight out. If you pull it out at an angle, it may tear.

6 **Gently push the staple case into the finisher until it is securely in place.**



7 Reconnect the finisher to the main unit, as shown below.



CAUTION

When reconnecting the finisher to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the finisher is reconnected to the main unit, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

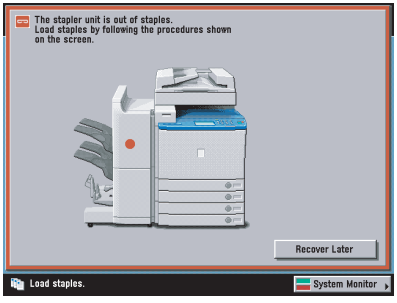
Finisher-N1/Saddle Finisher-N2 (Optional)

This section describes the procedure for replacing the staple cartridge and the staple case in the optional Finisher-N1 or optional Saddle Finisher-N2.

Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-N1 or Saddle Finisher-N2 is almost out of staples, and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

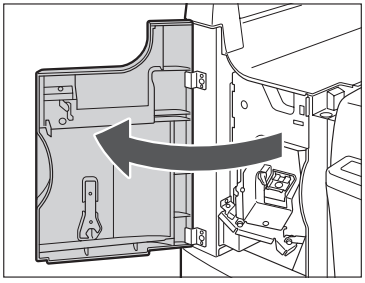
Use only staple cartridges intended for use with this machine.


The stapler unit is out of staples.
Load staples by following the procedures shown on the screen.
Recover Later
Load staples.
System Monitor

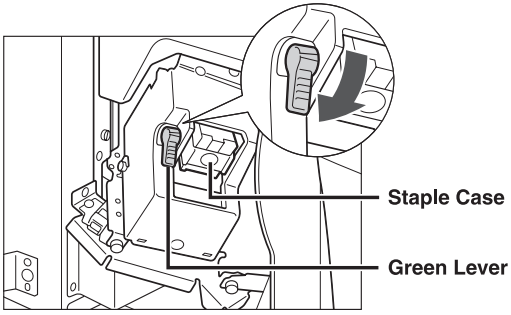
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

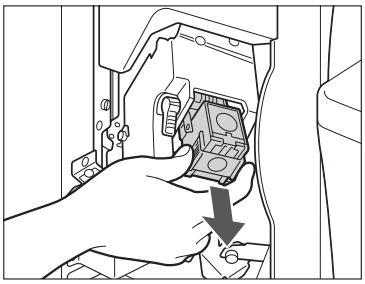
1 **Open the upper front cover of the finisher.**



2 **Push the green lever down to unlock the staple case.**

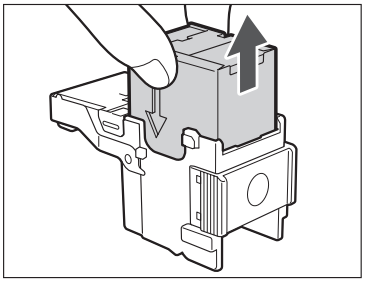


3 **Pull out the staple case from the stapler unit, holding it by its left and right sides.**

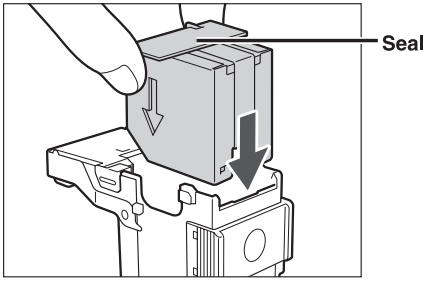


4 Pull out the empty staple cartridge, holding it by its left and right sides.

Place the staple case, as shown below, then pull out the staple cartridge.



5 Insert the new staple cartridge.



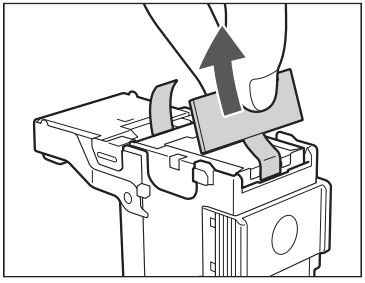
IMPORTANT

- *Use only staple cartridges intended for use with this machine.*
- *Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.*

NOTE

Only one staple cartridge can be inserted at a time.

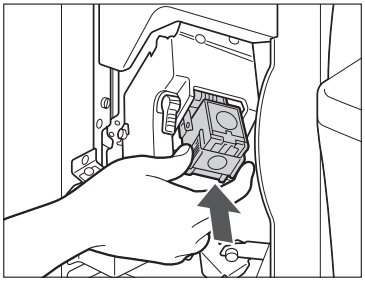
6 **Remove the seal holding the staples together, by pulling it straight out.**



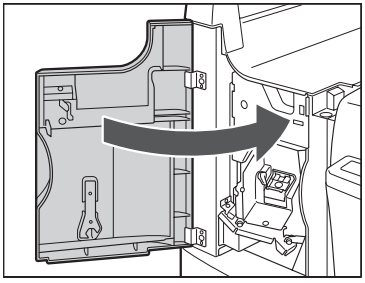
IMPORTANT

Make sure you pull the seal straight out. If you pull it out at an angle, it may tear.

7 **Gently push the staple case firmly back into the stapler unit until the green lever is returned to its original position.**



8 **Make sure that the staple case is firmly secured, and close the upper front cover.**



CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

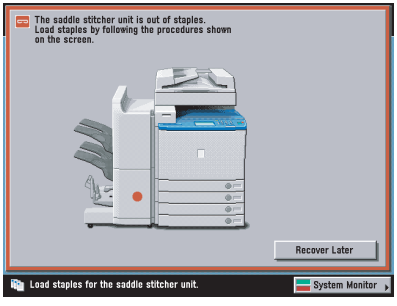
NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-N2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use with this machine.


The saddle stitcher unit is out of staples.
Load staples by following the procedures shown on the screen.
Recover Later
Load staples for the saddle stitcher unit.
System Monitor

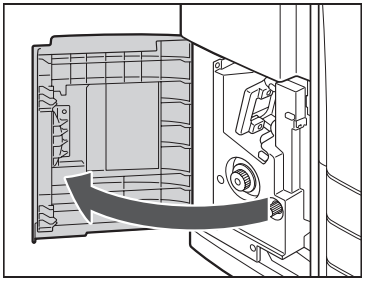
IMPORTANT

- *This procedure is necessary only if the optional Saddle Finisher-N2 is attached.*
- *If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.*

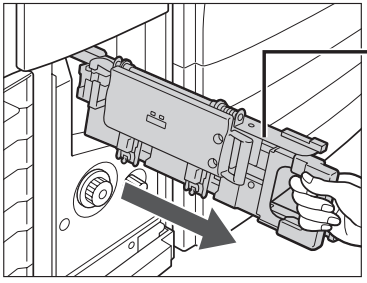
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

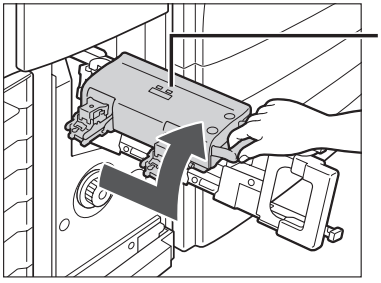
1 Open the lower front cover of the finisher.



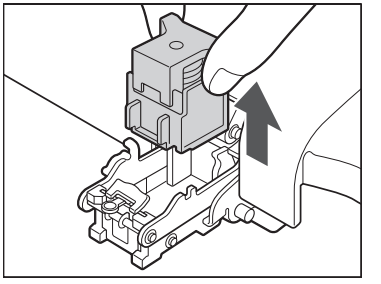
2 Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.



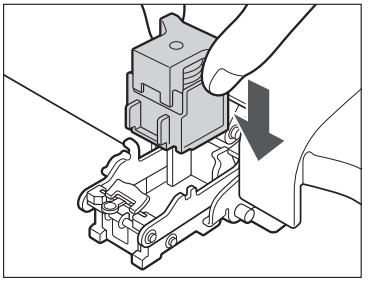
3 **Pull the stapler unit of the saddle stitcher unit towards you, then push it up.**



4 **Pull out the empty staple cartridge, holding it by its left and right sides.**



5 **Insert the new staple cartridge.**



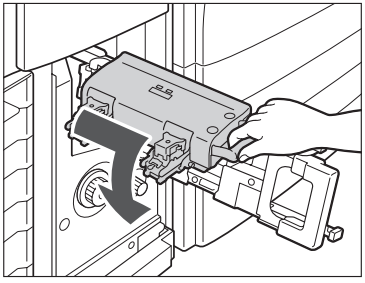
IMPORTANT

When replacing the staple cartridges, replace both the front and back staple cartridges.

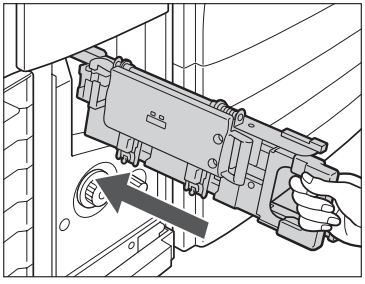
NOTE

Only one staple cartridge can be inserted at a time.

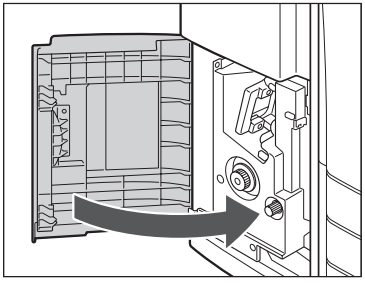
6 **Pull the stapler unit of the saddle stitcher unit towards you, then push it down into its original position.**



7 **Gently push the saddle stitcher unit back into its original position.**



8 Close the lower front cover of the finisher.



CAUTION

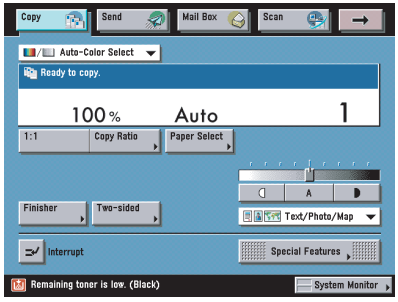
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

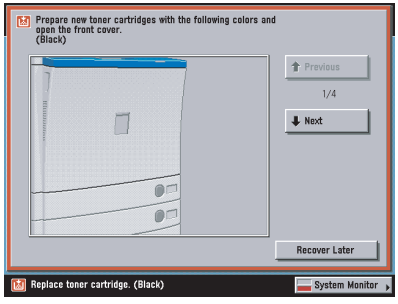
When you have replaced the staple cartridge, be sure to manually reposition the staples in the saddle stitcher unit. (See "Saddle Stitch Staple Repositioning," on p. 4-55.)

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display, as shown below. You can continue printing, but at this time you should purchase a new toner cartridge of the indicated colour so that you have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



With [Recover Later], you can continue certain operations, such as mode settings and scanning of originals, even if you do not replace the toner cartridge immediately.

WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.**

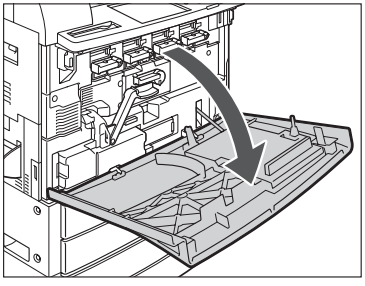
IMPORTANT

- *Use only the toner cartridges intended for use with this machine.*
- *Do not replace toner cartridges until the message prompting you to do so appears.*
- *If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.*

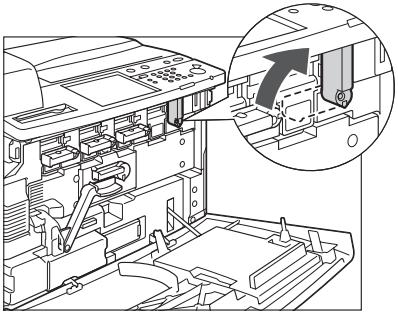
NOTE

- *When the message <Remaining toner is low.> appears, approximately 10% of the toner is left. It is recommended that you get a new toner cartridge ready for replacement before the toner runs out.*
- *Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.*
- *If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.*
- *If black toner is left, you can continue copying and printing in black-and-white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.*
- *After replacing toner cartridges, if printed colours are different from the colours printed before you replaced the toner cartridges, perform Automatic Gradation Adjustment in Common Settings (from the Additional Functions screen). (See "Automatic Gradation Adjustment," on p. 4-57.)*

1 Open the front cover of the main unit.

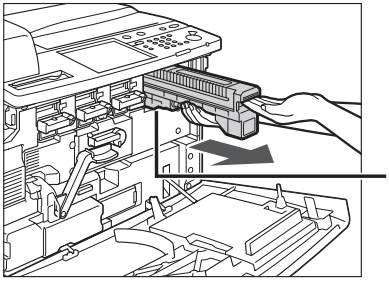


2 Turn the blue lever that corresponds with the toner colour you want to replace to the up position.



3 Grip the handle on the toner cartridge, and pull the toner cartridge (only halfway) out of the toner supply port.

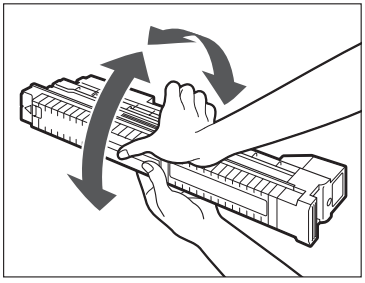
Pull the toner cartridge out halfway, then remove it completely while supporting it with your other hand from underneath.



WARNING

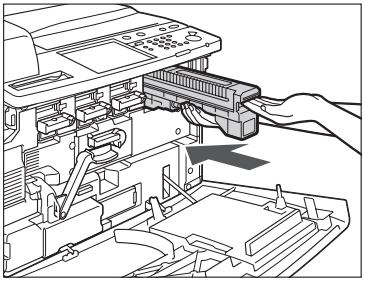
Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

4 **Hold the new toner cartridge in your hands, as shown below, and rotate it gently to the left and right several times.**



5 **Push the new toner cartridge in as far as possible.**

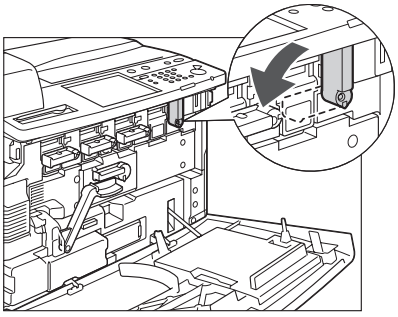
Support the new toner cartridge with your hand from underneath while pushing it into the machine with your other hand.



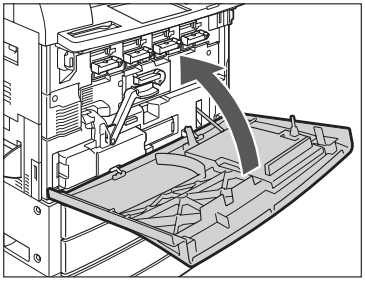
IMPORTANT

When replacing toner cartridges, make sure that the colour of the toner cartridge matches the colour of the toner supply port. If the colour is different, the toner cartridge will not fit into the port.

6 **Return the blue lever on the toner supply port to its original position.**



7 **Close the front cover of the main unit.**

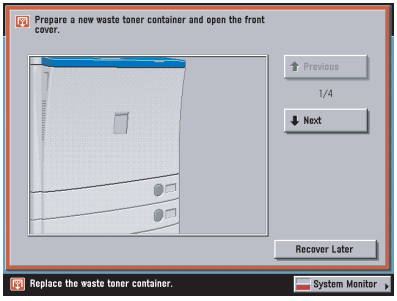


CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Waste Toner Container

When the waste toner container is full, procedure for replacing the container appears on the touch panel display, as shown below. Follow the instructions on the touch panel display, and the procedure described below to help you replace the waste toner container.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the waste toner container immediately.

WARNING

- **Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**
- **Your local authorized Canon dealer will dispose of the used waste toner container. Use the provided cover to cover up the opening of the used waste toner container.**

CAUTION

Used toner cannot be reused. Do not mix new and used toner together.

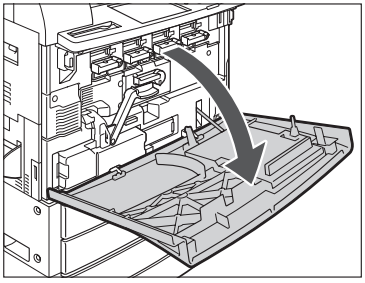
IMPORTANT

- *Use only waste toner containers intended for use with this machine.*
- *Do not replace the waste toner container before the message prompting you to replace it is displayed.*

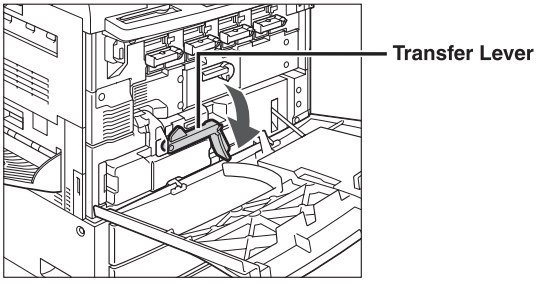
NOTE

- *Complete instructions on how to replace the waste toner container can be accessed by pressing [Previous] or [Next] on the touch panel display.*
- *If the waste toner container must be replaced during a print job, the remaining prints are made after the new waste toner container is installed.*

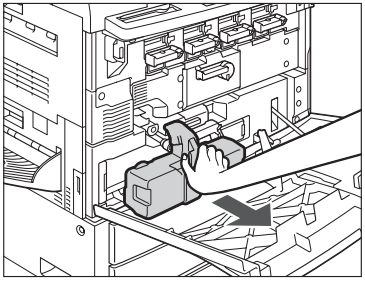
1 Open the front cover of the main unit.



2 Push the transfer lever down.



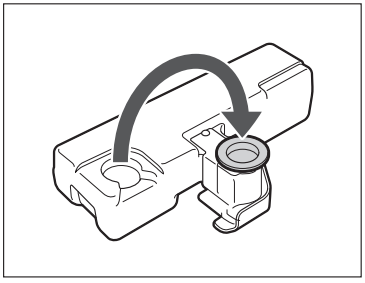
3 Pull out the waste toner container.



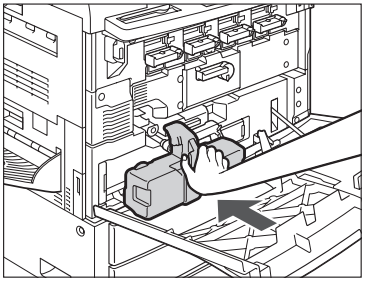
CAUTION

Be careful not to tilt the waste toner container when removing it as toner may spill.

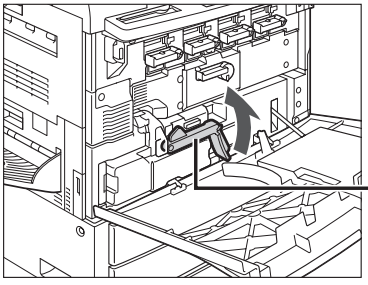
4 **Use the provided cover to cover up the opening of the used waste toner container.**



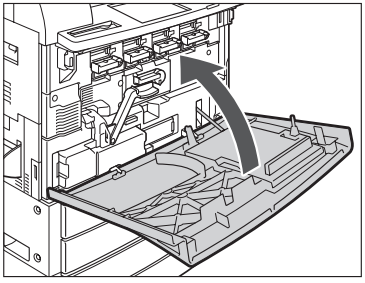
5 **Insert the new waste toner container.**



6 **Return the transfer lever to its original position.**



7 Close the front cover of the main unit.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the feeder/platen cover
- Feeder's roller

WARNING

- **When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

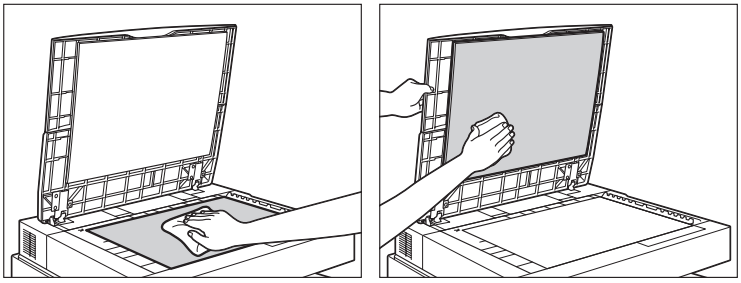
Platen Glass and Cover

Clean the platen glass and the underside of the optional platen cover by following the procedure below.

IMPORTANT

- *If the platen glass or the underside of the optional platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.*
- *This procedure is necessary only when the optional Color Image Reader-C1 and Platen Cover Type G are attached.*

1 **Clean the platen glass and the underside of the optional platen cover with a cloth dampened with water, and wipe them with a soft, dry cloth.**



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If originals that have been fed through the feeder appear dirty, clean the feeder's rollers.

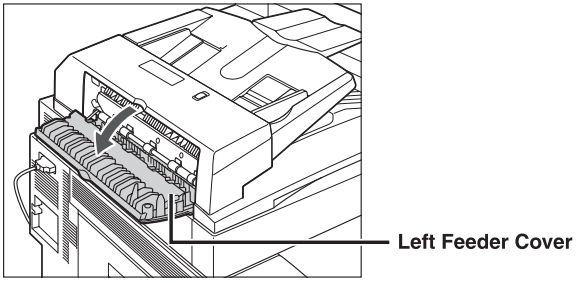
CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

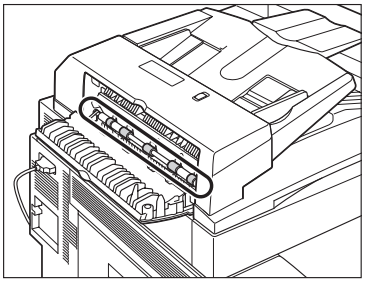
IMPORTANT

- *Spin the rollers while cleaning them.*
- *This procedure is necessary only if the optional Color Image Reader-C1 and Feeder (DADF-K1) are attached.*

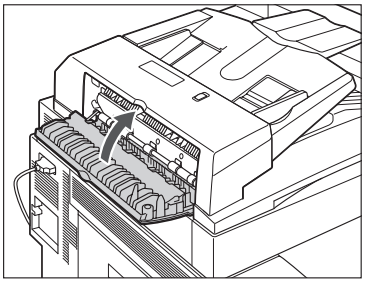
1 **Open the left feeder cover.**



2 **Clean the rollers (a total of five places) inside the left feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



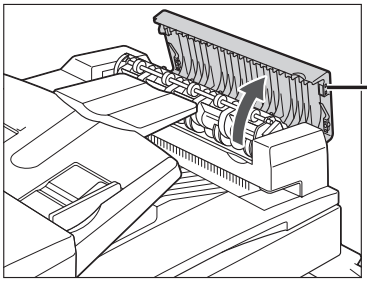
3 **Close the left feeder cover.**



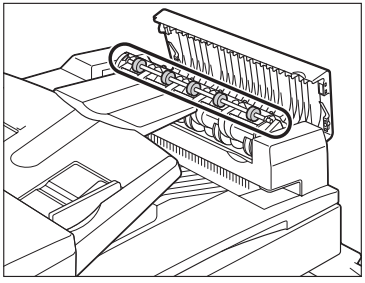
CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

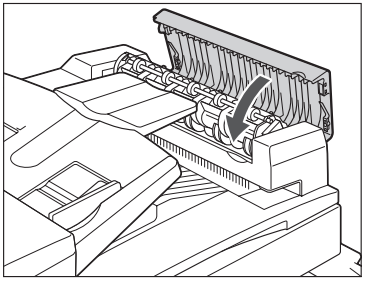
4 Open the right feeder cover.



5 Clean the rollers (a total of five places) under the right feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



6 Close the right feeder cover.



CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

Cleaning the Inside of the Main Unit

If streaks appear on printed output or random parts of the printed image are missing, the inside of the main unit may be dirty. If this happens, clean the inside of the main unit, as described below.

Cleaning inside Main Unit is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

NOTE

It takes about 90 seconds to clean the inside of the main unit.

1 Press → [Adjustment/Cleaning] → [Cleaning inside Main Unit].

2 Press [Start].

To cancel cleaning, press [Cancel].

While the inside of the main unit is being cleaned, the screen below appears.

When cleaning is complete, the message <Cleaning inside the main unit is complete.> appears for approximately two seconds on the touch panel display.

The display returns to the Adjustment/Cleaning screen.

The inside of the main unit is now clean. Try printing again.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the optional feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

Feeder Cleaning is a mode in Additional Functions. For information on the flow of Additional Functions operations, see "What Are Additional Functions?," on p. 4-2.

IMPORTANT

This procedure is necessary only if the optional Color Image Reader-C1 and Feeder (DADF-K1) are attached.

NOTE

It takes about 20 seconds to clean the feeder.

---

1 **Press ⚙ → [Adjustment/Cleaning] → [Feeder Cleaning].**

2 **Place 10 sheets of blank paper into the feeder → press [Start].**

Make sure that you fan the sheets of paper well.

Use A4 paper (60 to 80 g/m^2).

To cancel Feeder Cleaning, press [Cancel].

While the feeder is being cleaned, the screen below appears.

When cleaning is complete, the message <Finished cleaning the feeder.> appears for approximately two seconds on the touch panel display.

The display returns to the Adjustment/Cleaning screen.

The feeder is clean. Try scanning again.

NOTE

To cancel Feeder Cleaning when it is in progress, press [Cancel].

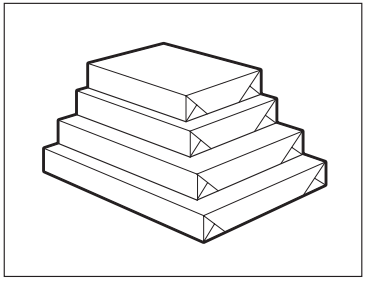
Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (A3, A4, and A5), recycled paper, colour paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite resulting in burns or a fire.

IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.*

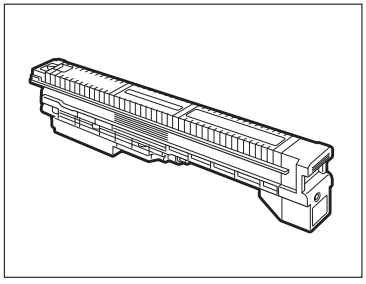
■ Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one of the colour displayed.

Toner comes in four colours: cyan, magenta, yellow, and black.

Check the toner colour that you need to replace before ordering toner from your local authorized Canon dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct colour.

Use only toner cartridges intended for use with this machine.



WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**

CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 30°C, and humidity below 80%.)

8 Troubleshooting

CHAPTER

This chapter explains what to do in response to a paper jam in the main unit, or optional units, and an error message display.

Reducing the Frequency of Paper Jams 8-2

Clearing Paper Jams 8-3

- Screens Indicating the Locations of Paper Jams 8-3
- Upper Left Cover 8-9
- Exit Slot Cover 8-11
- Fixing Unit (Inside the Main Unit) 8-15
- Duplexing Unit (Inside the Main Unit) 8-19
- Stack Bypass 8-22
- Right Cover/Paper Drawers 8-26
- Transport Unit (Inside the Main Unit) 8-30
- Cassette Feeding Unit-X1 (Optional) 8-34
- Paper Deck-P1 (Optional) 8-38
- Feeder (DADF-K1) (Optional) 8-41
- Finisher-M1 (Optional) 8-45
- Finisher-N1/Saddle Finisher-N2 (Optional) 8-49
- Saddle Stitcher Unit (Optional) 8-53

Clearing Staple Jams 8-57

- Finisher-M1 (Optional) 8-57
- Finisher-N1/Saddle Finisher-N2 (Optional) 8-60
- Saddle Stitcher Unit (Optional) 8-64

List of Error Messages 8-69

- Self-Diagnostic Display 8-69
- List of Error Codes without Messages 8-73

If Memory Becomes Full during Scanning 8-76

Service Call Message 8-79

- Contacting Your Local Authorized Canon Dealer 8-79

When the Power Does Not Turn ON 8-82

Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ There are torn pieces of paper left inside the machine.

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all torn pieces.

■ The paper size slide is set incorrectly.

Make sure that the paper size slide located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size slide is set incorrectly, paper jams may occur more frequently.

Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

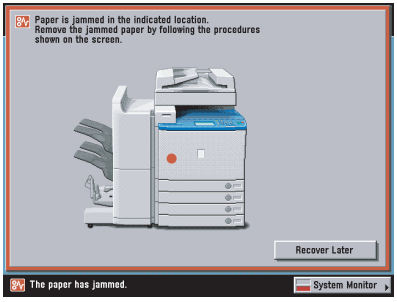
Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam appears on the touch panel display, followed by instructions on how to clear the paper jam. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

■ Example of a Screen Indicating the Location of the Paper Jam

Use this screen to determine the location of the paper jam.

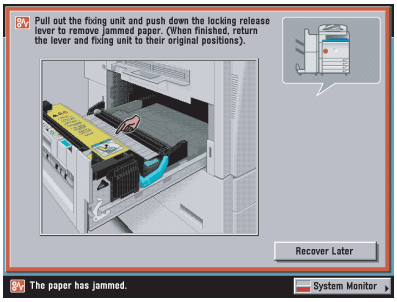
If you press [Recover Later], you can continue operating the machine, such as you can set mode settings and scan originals, even if the jammed paper is not removed immediately.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

IMPORTANT

- *If a paper jam occurs in the optional Feeder (DADF-K1), you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-K1) (Optional)," on p. 8-41.)*
- *If the MEAP screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor], and follow the procedures that appear on the touch panel display to help you remove the jammed paper.*

■ Example of a Screen Indicating How to Clear the Paper Jam


Pull out the fixing unit and push down the locking release lever to remove jammed paper. (When finished, return the lever and fixing unit to their original positions).
Recover Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**

NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

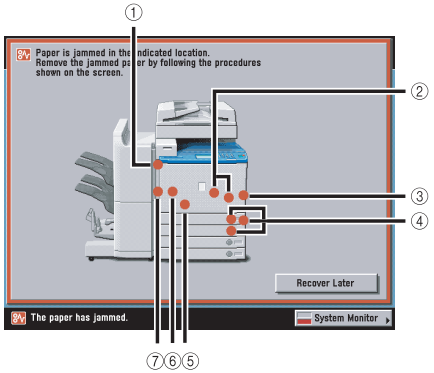
If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

NOTE

- *Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.*
- *The following display indicates the possible locations where paper jams may occur, and the page number describing how to remove the jammed paper.*



① Upper Left Cover (See "Upper Left Cover," on p. 8-9.)

② Transport Unit (See "Transport Unit (Inside the Main Unit)," on p. 8-30.)

③ Stack Bypass (See "Stack Bypass," on p. 8-22.)

④ Right Cover/Paper Drawers (See "Right Cover/Paper Drawers," on p. 8-26.)

⑤ Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," on p. 8-19.)

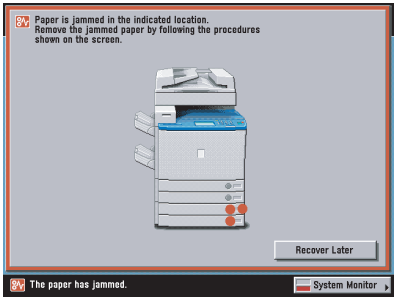
⑥ Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 8-15.)

⑦ Exit Slot Cover (See "Exit Slot Cover," on p. 8-11.)

2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

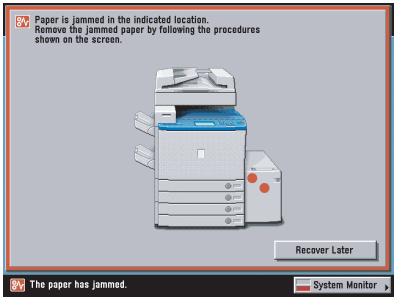
- **Cassette Feeding Unit-X1**

  ❑ See "Cassette Feeding Unit-X1 (Optional)," on p. 8-34.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

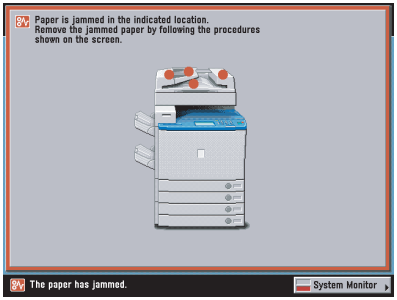
- **Paper Deck-P1**

  ❑ See "Paper Deck-P1 (Optional)," on p. 8-38.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

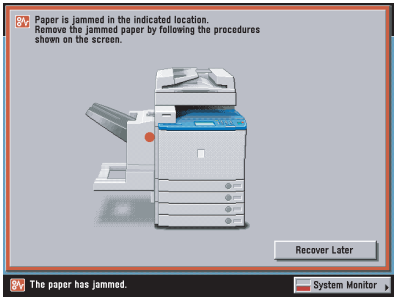
● **Feeder (DADF-K1)**

❑ See "Feeder (DADF-K1) (Optional)," on p. 8-41.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
The paper has jammed.
System Monitor

● **Finisher-M1**

❑ See "Finisher-M1 (Optional)," on p. 8-45.

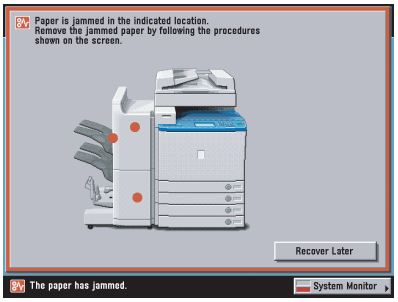

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

● **Finisher-N1**

❑ See "Finisher-N1/Saddle Finisher-N2 (Optional)," on p. 8-49.

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

- **Saddle Finisher-N2**
  - ❑ See "Finisher-N1/Saddle Finisher-N2 (Optional)," on p. 8-49.
  - ❑ See "Saddle Stitcher Unit (Optional)," on p. 8-53.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

3 After you have removed all of the jammed paper at the locations indicated on the touch panel display, restore all levers and covers to their original positions.

4 Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the feeder, printing or copying resumes.

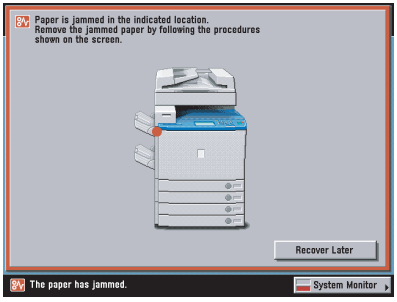
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Upper Left Cover

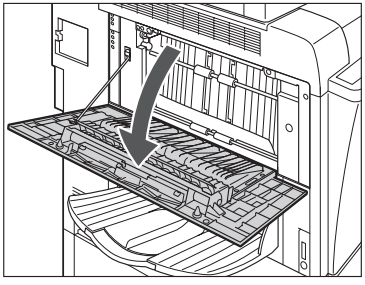
If a paper jam occurs inside the upper left cover, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

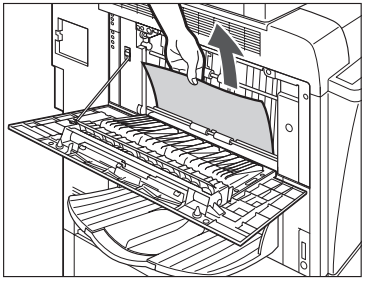
1 Open the upper left cover of the main unit.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached to the main unit, move the finisher away from the main unit before proceeding with this procedure. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.

If the optional Copy Tray Unit-H1 is attached to the main unit, remove all output paper from the tray, and lift the tray before proceeding with this procedure. For more information, see "Copy Tray Unit-H1," on p. 3-23.



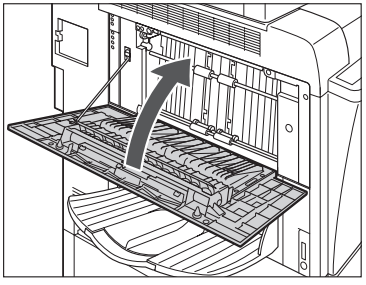
2 Remove any jammed paper.



3 Close the upper left cover of the main unit.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 was moved away from the main unit, reconnect it to the main unit. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.

If the optional Copy Tray Unit-H1 is attached to the main unit, restore it to its original position. For more information, see "Copy Tray Unit-H1," on p. 3-23.



CAUTION

When closing the upper left cover, be careful not to get your fingers caught, as this may result in personal injury.

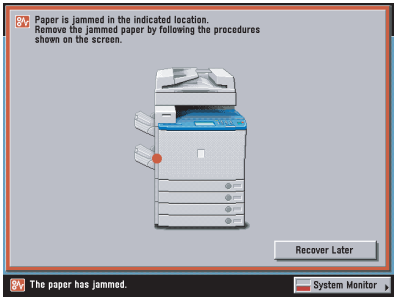
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Exit Slot Cover

If a paper jam occurs inside the exit slot cover, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

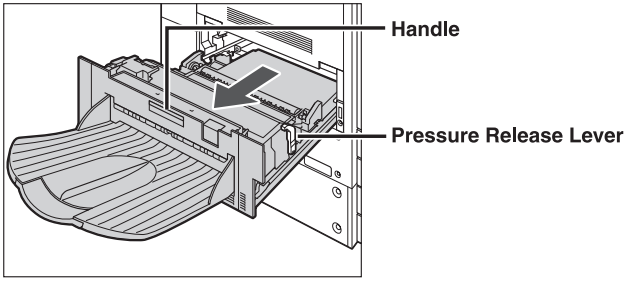

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

CAUTION

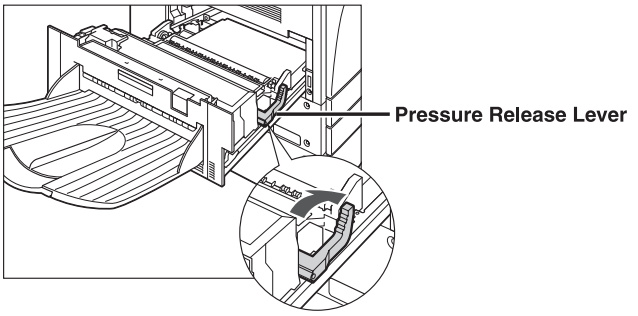
The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Grip the handle on the main unit's exit slot cover, and pull out the fixing unit until the fixing unit's pressure release lever is visible.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached to the main unit, move the finisher away from the main unit before proceeding with this procedure. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.

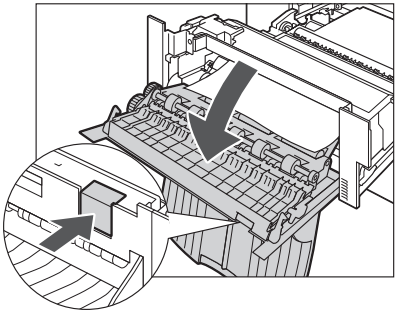


2 Push the fixing unit's pressure release lever down.

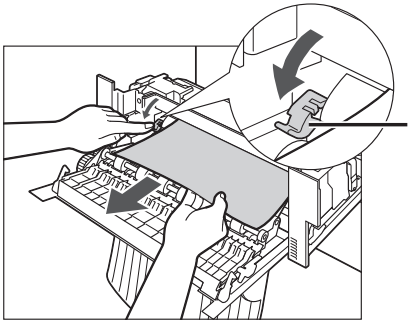


3 Push the button on the fixing unit's right side to open the exit slot cover.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached to the machine, you may have to push the fixing unit back into the machine a little before you can open the exit slot cover.



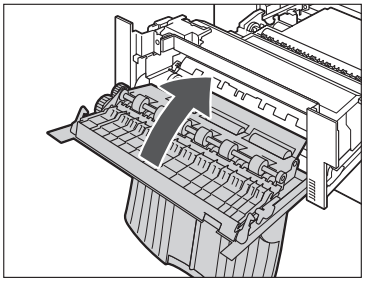
4 **While holding down the lever on the inside left corner of the fixing unit, open the inner cover, and remove any jammed paper.**



CAUTION

The parts located around the lever inside the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area, except the lever.

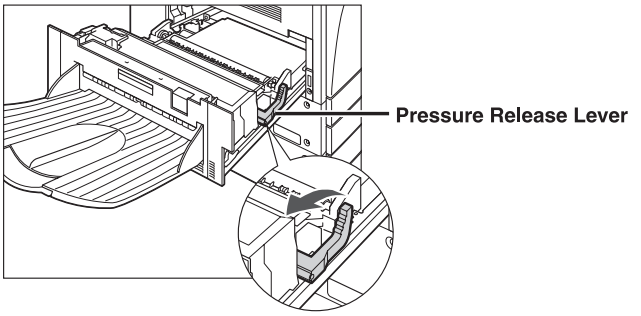
5 **Close the exit slot cover.**



CAUTION

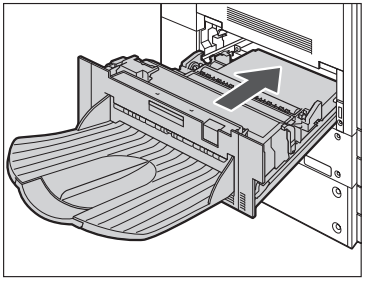
When closing the exit slot cover, be careful not to get your fingers caught, as this may result in personal injury.

6 Return the fixing unit's pressure release lever to its original position.



7 Place your hands where the hand symbol (✋) is located on the main unit's exit slot cover, and gently push the fixing unit back into the machine.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 was moved away from the main unit, reconnect it to the main unit. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.



⚠ CAUTION

- **Make sure that the fixing unit is returned to its original position properly, as failure to do so may result in damage to the machine.**
- **When pushing the fixing unit back into the machine, be careful not to get your fingers caught, as this may result in personal injury.**

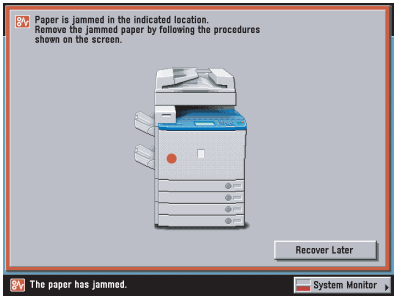
8 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

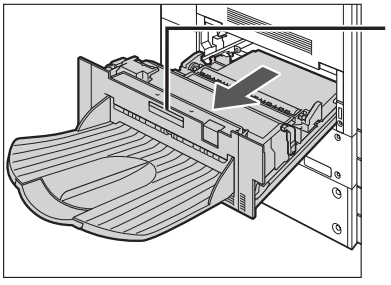

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

CAUTION

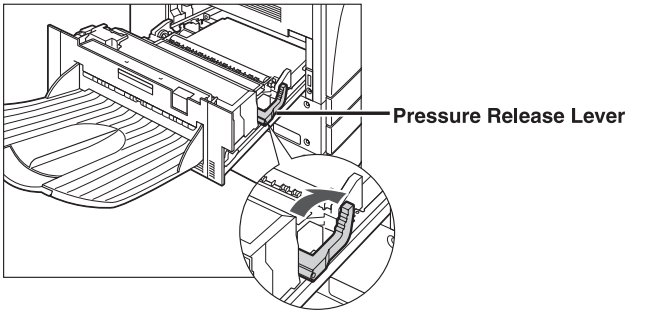
The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Grip the handle on the main unit's exit slot cover, and pull out the fixing unit as far as possible.

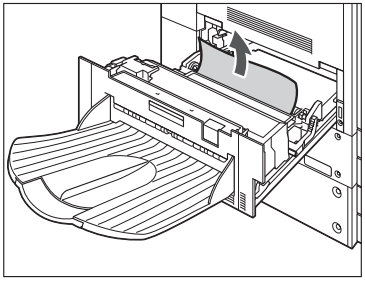
If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached to the main unit, move the finisher away from the main unit before proceeding with this procedure. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.



2 Push the fixing unit's pressure release lever down.



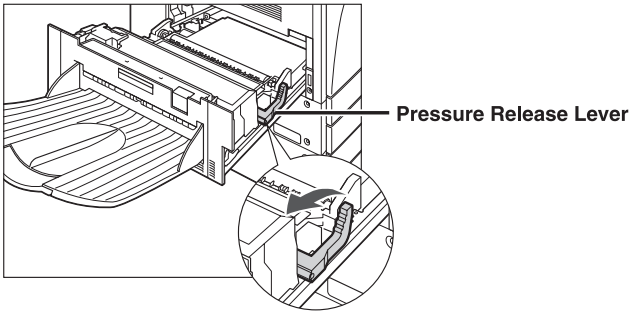
3 Remove any jammed paper.



CAUTION

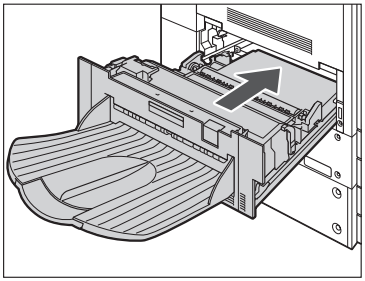
The parts inside the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the pressure release lever.

4 Return the fixing unit's pressure release lever to its original position.



5 Place your hands where the hand symbol (✋) is located on the main unit's exit slot cover, and gently push the fixing unit back into the machine.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 was moved away from the main unit, reconnect it to the main unit. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.



CAUTION

- **Make sure that the fixing unit is returned to its original position properly, as failure to do so may result in damage to the machine.**
- **When pushing the fixing unit back into the machine, be careful not to get your fingers caught, as this may result in personal injury.**

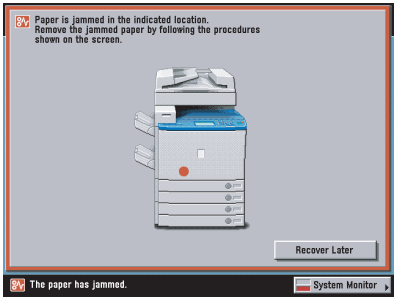
6 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Duplexing Unit (Inside the Main Unit)

If a paper jam occurs inside the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

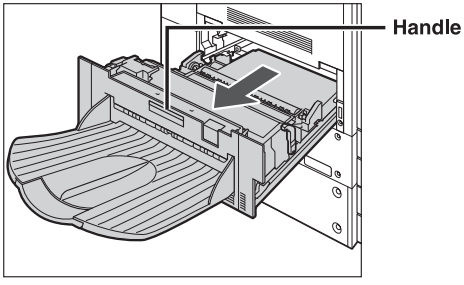

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

CAUTION

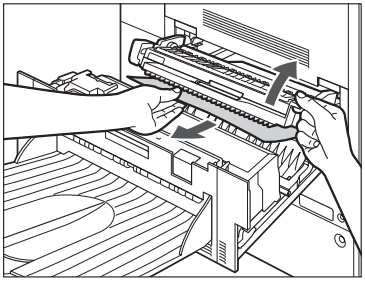
The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Grip the handle on the main unit's exit slot cover, and pull out the fixing unit as far as possible.

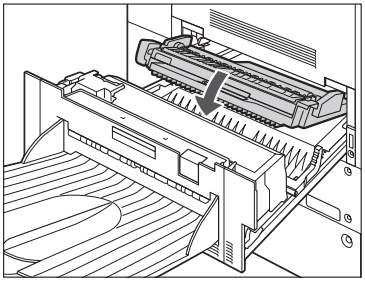
If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 is attached to the main unit, move the finisher away from the main unit before proceeding with this procedure. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.



2 **Lift the cover of the duplexing unit with one hand, and pull out the jammed paper with the other hand.**



3 **Close the cover of the duplexing unit.**

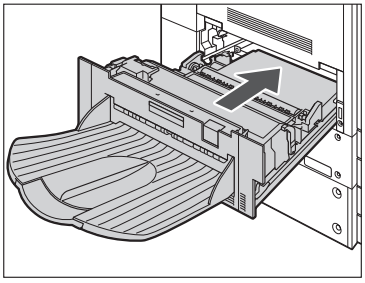


CAUTION

When closing the cover of the duplexing unit, be careful not to get your fingers caught, as this may result in personal injury.

4 Place your hands where the hand symbol (✋) is located on the main unit's exit slot cover, and gently push the fixing unit back into the machine.

If the optional Finisher-M1, Finisher-N1, or Saddle Finisher-N2 was moved away from the main unit, reconnect it to the main unit. For more information, see "Finisher-M1," on p. 3-12, or "Finisher-N1/Saddle Finisher-N2," on p. 3-16.



CAUTION

- **Make sure that the fixing unit is returned to its original position properly, as failure to do so may result in damage to the machine.**
- **When pushing the fixing unit back into the machine, be careful not to get your fingers caught, as this may result in personal injury.**

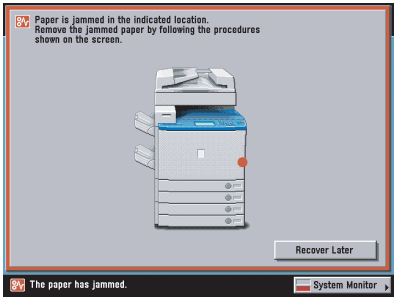
5 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Stack Bypass

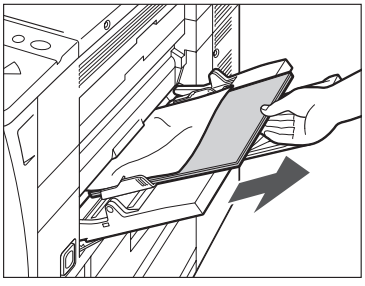
If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

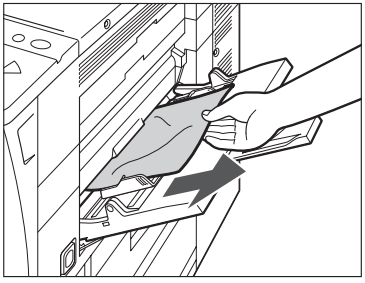
CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

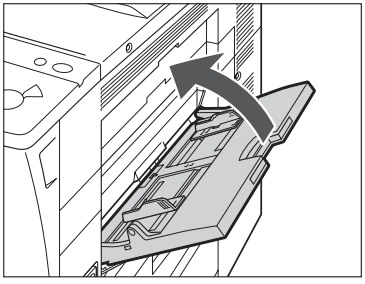
1 Remove all of the paper that is not jammed from the stack bypass.



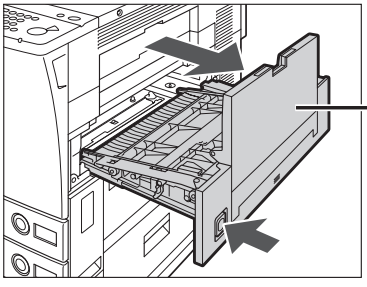
2 **Remove any jammed paper.**



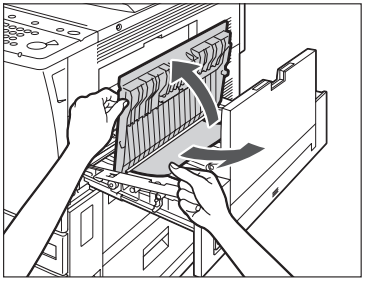
3 **Close the stack bypass.**



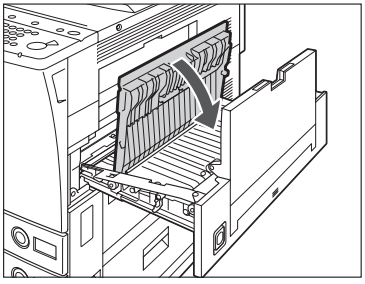
4 **Press and release the button on the transport unit located on the right side of the main unit, and pull out the transport unit.**



5 **Lift the inside cover on the transport unit, and remove any jammed paper.**



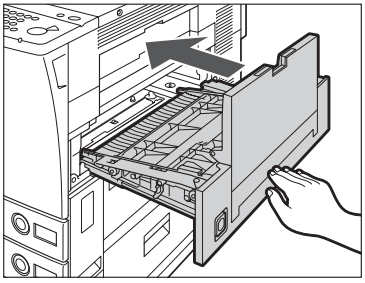
6 **Close the inside cover of the transport unit.**



CAUTION

When closing the inside cover of the transport unit, be careful not to get your fingers caught, as this may result in personal injury.

7 Place your hands where the hand symbol (✋) is located on the transport unit, and gently push the transport unit back into the machine.



⚠ CAUTION

- **Make sure that the transport unit is returned to its original position properly, as failure to do so may result in damage to the machine.**
- **When pushing the transport unit back into the machine, be careful not to get your fingers caught, as this may result in personal injury.**

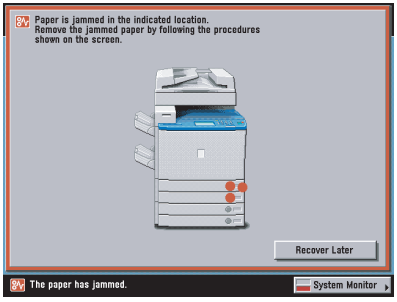
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Right Cover/Paper Drawers

If a paper jam occurs inside the right cover or paper drawers, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

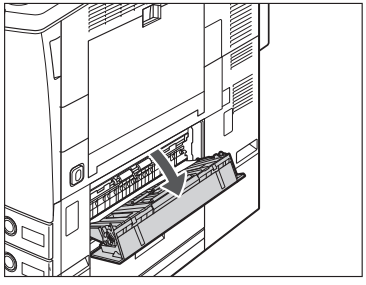

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

IMPORTANT

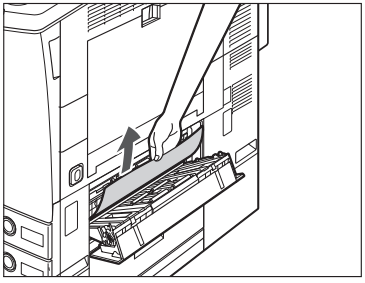
If paper is jammed inside the right cover, as well as a paper drawer, make sure to remove the jammed paper from inside the right cover first. Removing jammed paper from the paper drawer first may tear the jammed paper, and leave pieces of the paper jammed inside the machine.

1 Open the right cover of the main unit.

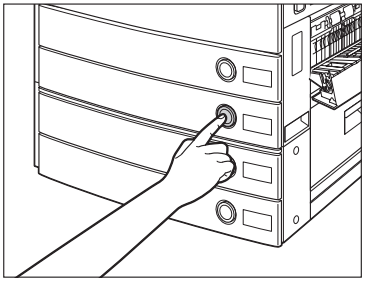
If the optional Paper Deck-P1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-P1," on p. 3-7.



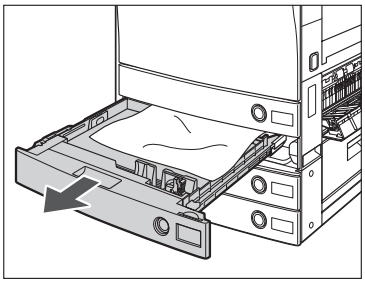
2 **Remove any jammed paper.**



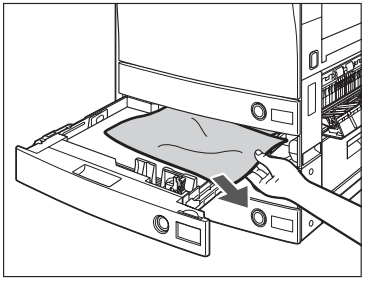
3 **Press and release the button on the paper drawer indicated on the touch panel display.**



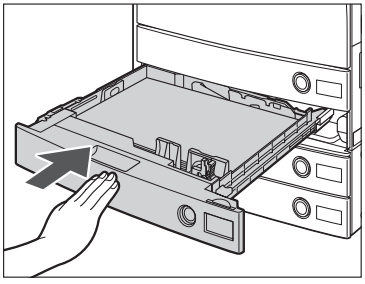
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



6 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

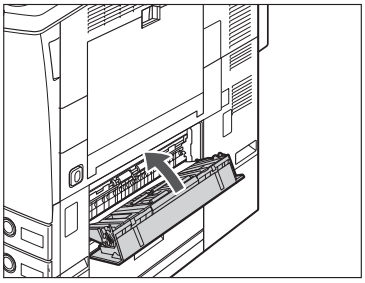


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the right cover of the main unit.

If the optional Paper Deck-P1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-P1," on p. 3-7.



CAUTION

When closing the right cover, be careful not to get your fingers caught, as this may result in personal injury.

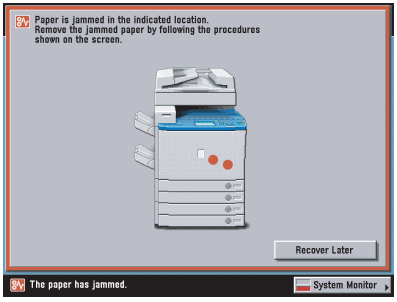
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Transport Unit (Inside the Main Unit)

If a paper jam occurs inside the transport unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

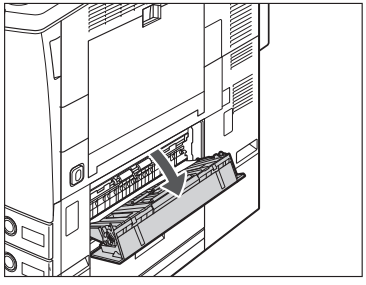

Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

IMPORTANT

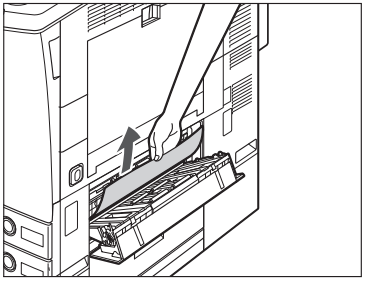
If paper is jammed inside the transport unit, make sure to remove any jammed paper from inside the right cover first. Removing jammed paper from the transport unit first may tear the jammed paper, and leave pieces of the paper jammed inside the machine.

1 Open the right cover of the main unit.

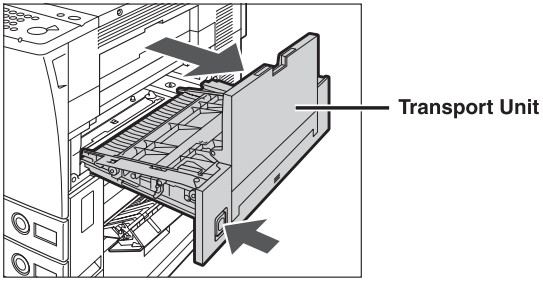
If the optional Paper Deck-P1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-P1," on p. 3-7.



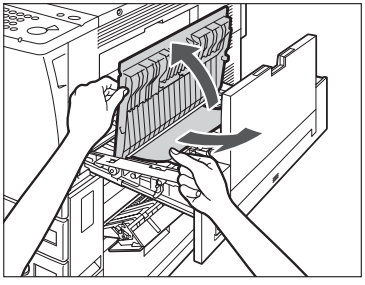
2 **Remove any jammed paper.**



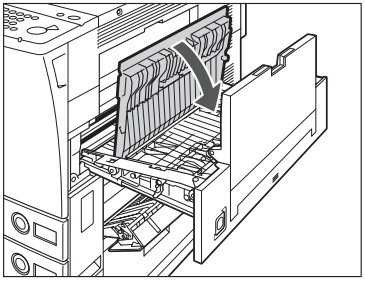
3 **Press and release the button on the transport unit located on the right side of the main unit, and pull out the transport unit.**



4 **Lift the inside cover of the transport unit, and remove any jammed paper.**



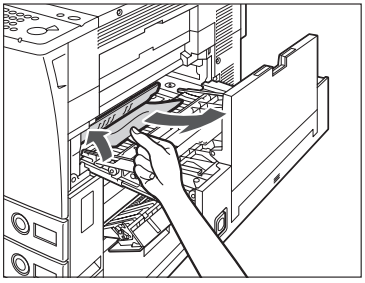
5 Close the inside cover of the transport unit.



CAUTION

When closing the inside cover of the transport unit, be careful not to get your fingers caught, as this may result in personal injury.

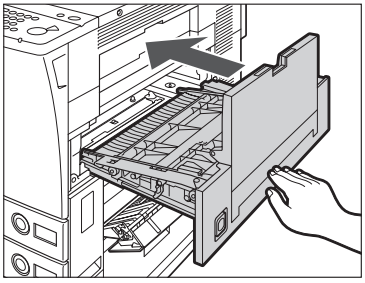
6 Lift the back cover of the transport unit, and remove any jammed paper. Then, close the back cover.



CAUTION

When closing the back cover of the transport unit, be careful not to get your fingers caught, as this may result in personal injury.

7 Place your hands where the hand symbol (✋) is located on the transport unit, and gently push the transport unit back into the machine.

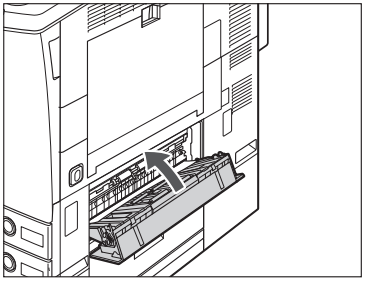


⚠ CAUTION

- **Make sure that the transport unit is returned to its original position properly, as failure to do so may result in damage to the machine.**
- **When pushing the transport unit back into the machine, be careful not to get your fingers caught, as this may result in personal injury.**

8 Close the right cover of the main unit.

If the optional Paper Deck-P1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-P1," on p. 3-7.



⚠ CAUTION

When closing the right cover, be careful not to get your fingers caught, as this may result in personal injury.

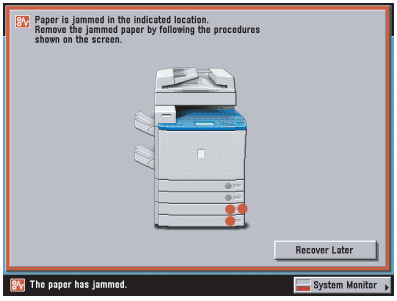
9 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Cassette Feeding Unit-X1 (Optional)

If a paper jam occurs inside the optional Cassette Feeding Unit-X1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

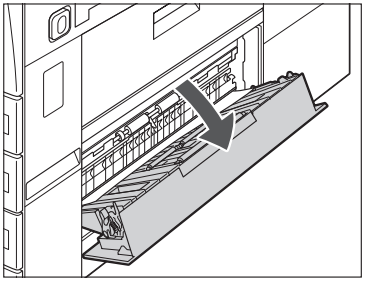
When removing jammed paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

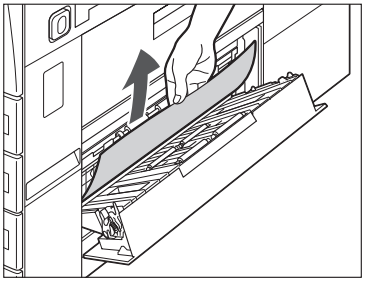
If paper is jammed inside the cassette feeding unit, make sure to remove any jammed paper from inside the lower right cover first. Removing jammed paper from the cassette feeding unit first may tear the jammed paper, and leave pieces of paper jammed inside the machine.

1 Open the lower right cover of the cassette feeding unit.

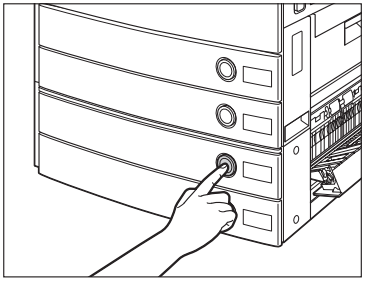
If the optional Paper Deck-P1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-P1," on p. 3-7.



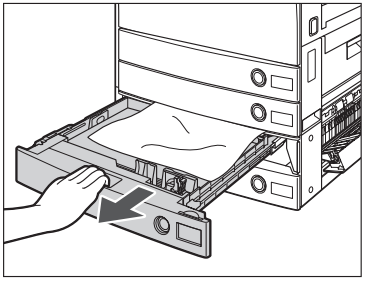
2 Remove any jammed paper.



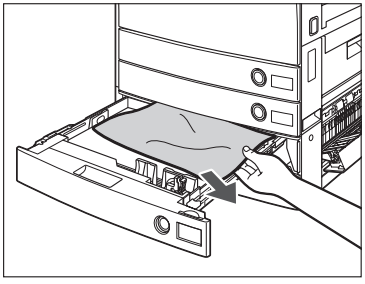
3 Press and release the button on the paper drawer indicated on the touch panel display.



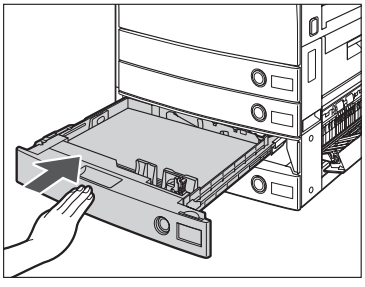
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



6 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

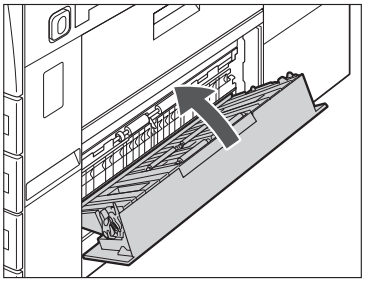


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the lower right cover of the cassette feeding unit.

If the optional Paper Deck-P1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-P1," on p. 3-7.



CAUTION

When closing the lower right cover of the cassette feeding unit, be careful not to get your fingers caught, as this may result in personal injury.

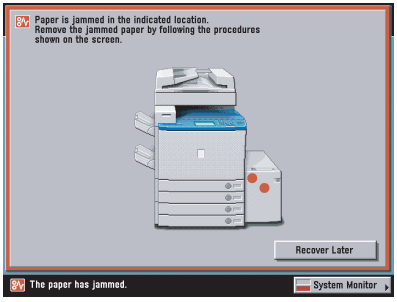
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Paper Deck-P1 (Optional)

If a paper jam occurs in the optional Paper Deck-P1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

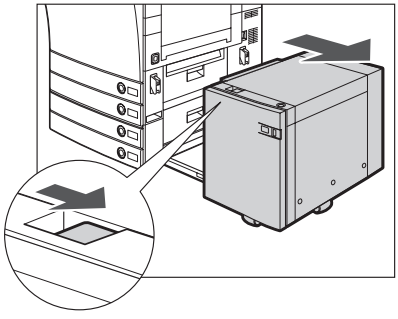
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

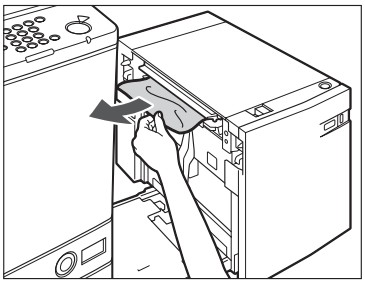
CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

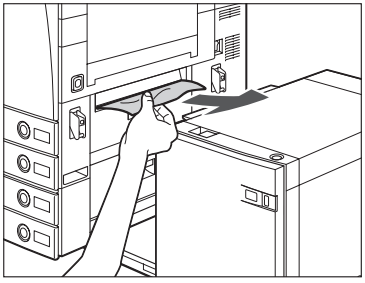
1 Press the release button, and move the paper deck away from the main unit.



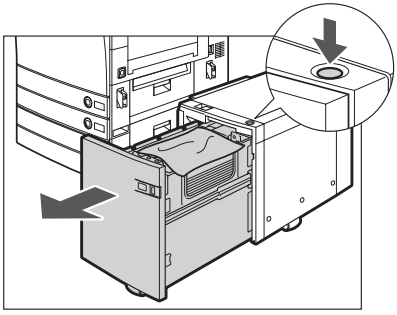
2 Remove any jammed paper from the feeding area.



Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot.



3 Press the open button to open the paper deck.



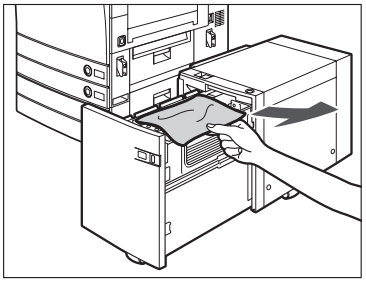
The inside lifter descends automatically.

IMPORTANT

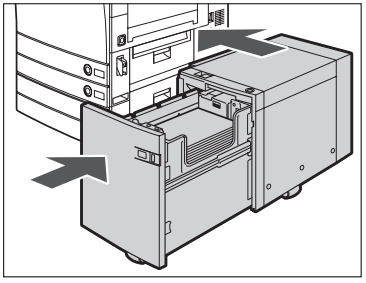
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, then press the open button on the paper deck.

4 Remove any jammed paper.

Look carefully, as jammed paper may be difficult to see.



5 Close the paper deck, and reconnect it to the main unit.



⚠ CAUTION

When closing the paper deck and reconnecting it to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

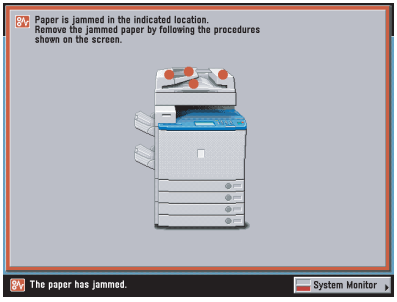
6 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Feeder (DADF-K1) (Optional)

If a paper jam occurs in the optional Feeder (DADF-K1), a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
The paper has jammed.
System Monitor

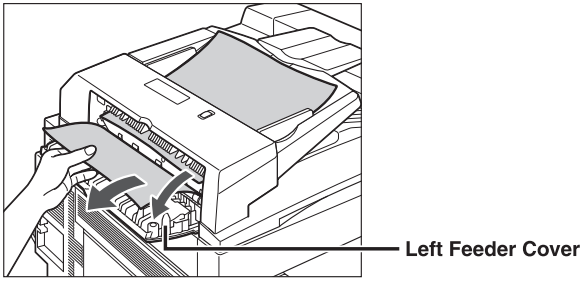
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

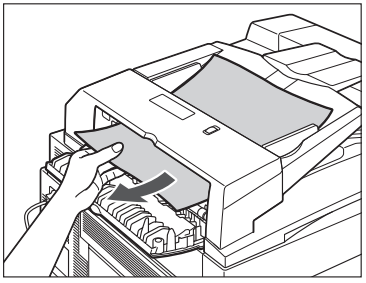
CAUTION

When removing jammed originals, take care not to cut your hands on the edges of the originals.

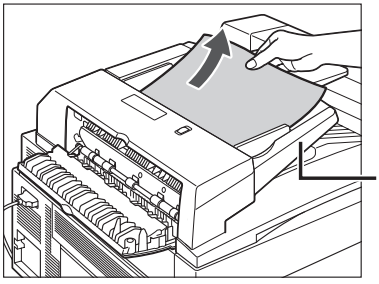
1 Open the left feeder cover, and remove any jammed originals inside the left feeder cover.



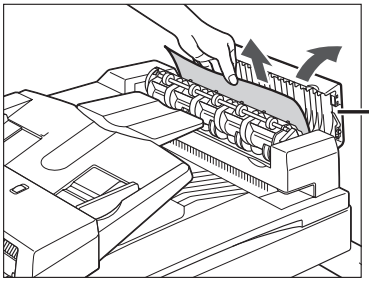
2 **Remove any originals that did not completely feed through the left feeder cover.**



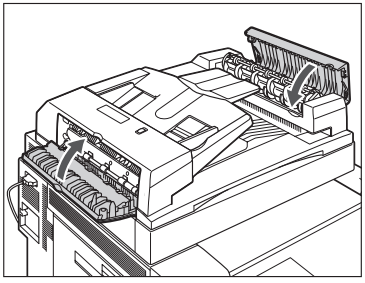
3 **Remove all of the remaining originals from the original supply tray.**



4 **Open the right feeder cover, and remove any jammed originals.**



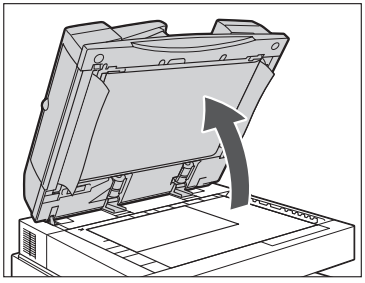
5 Close the left and right feeder cover.



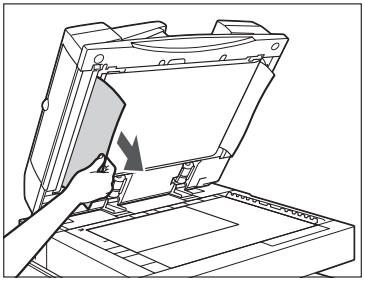
CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

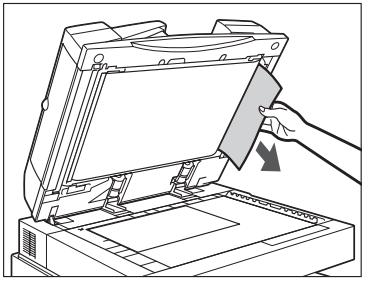
6 Lift the feeder.



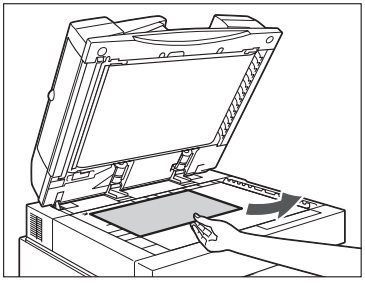
7 Remove any jammed originals from the left side of the feeder.



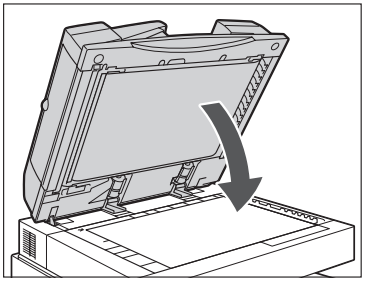
8 **Remove any jammed originals from the right side of the feeder.**



9 **Remove any originals on the platen glass.**



10 **Close the feeder.**



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

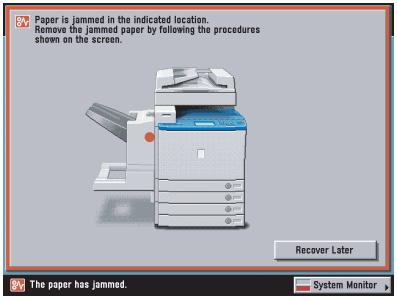
11 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Finisher-M1 (Optional)

If a paper jam occurs in the optional Finisher-M1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

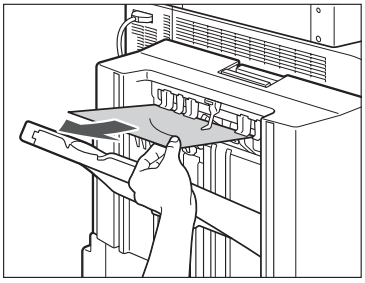
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

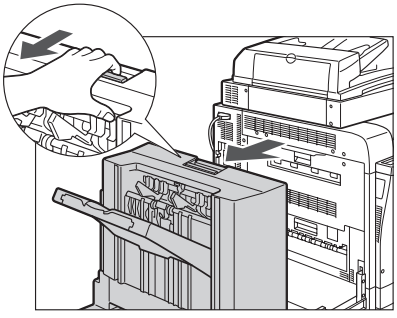
1 **Remove any jammed paper that is visible from the feeding slot area on the outside of the finisher.**



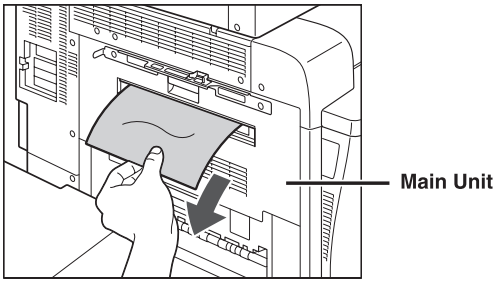
IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove those output sheets that have not yet been stapled. (Printing and stapling resume after you have cleared the paper jam.)

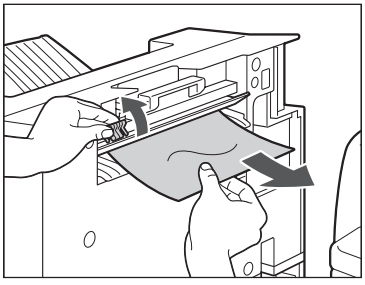
2 **Grip the handle on the finisher, and pull it away from the main unit.**



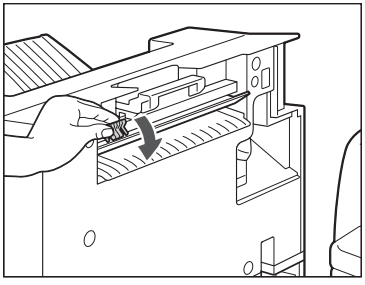
3 **Remove any jammed paper from the feeding area on the outside of the main unit.**



4 **Open the right cover inside the finisher, and remove any jammed paper.**



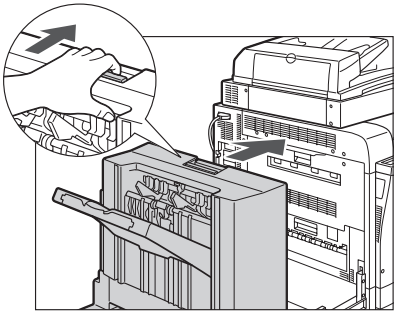
5 **Close the right cover of the finisher.**



CAUTION

When closing the right cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

6 Reconnect the finisher to the main unit.



CAUTION

When reconnecting the finisher to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

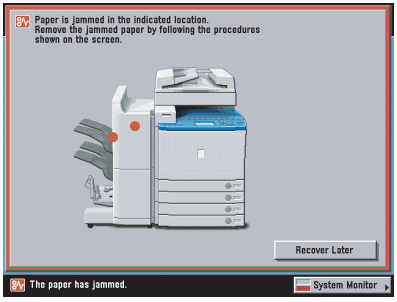
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Finisher-N1/Saddle Finisher-N2 (Optional)

If a paper jam occurs in the optional Finisher-N1 or optional Saddle Finisher-N2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

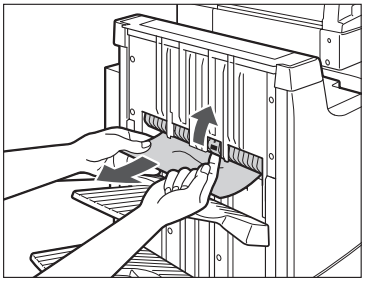
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

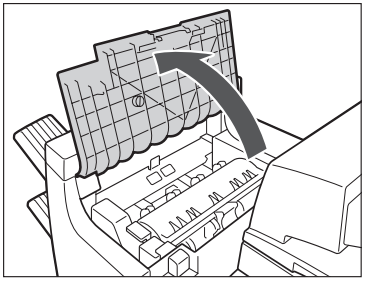
1 Open the output slot on the outside of the finisher, and remove any jammed paper that is visible.



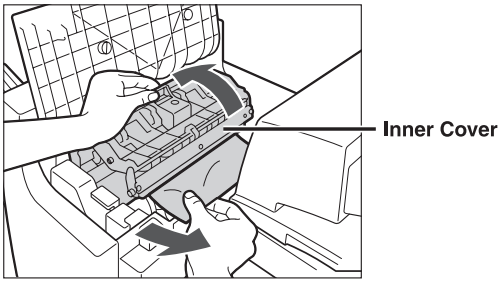
IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you have cleared the paper jam.)

2 Open the top cover of the finisher.



3 Open the inner cover, remove any jammed paper, and close the inner cover.

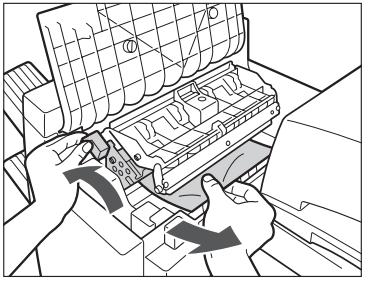


CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

4 Lift the entire unit below the inner cover to remove any jammed paper, and then close it.

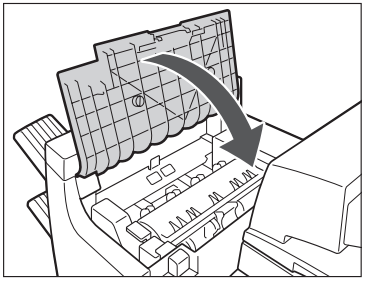
The inner cover is also raised when you lift the entire unit below the inner cover.



CAUTION

When closing the entire unit below the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

5 Close the top cover of the finisher.



CAUTION

When closing the top cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

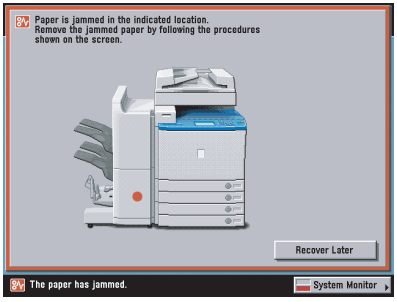
6 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Saddle Stitcher Unit (Optional)

If a paper jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-N2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Paper is jammed in the indicated location.
Remove the jammed paper by following the procedures shown on the screen.
Recover Later
The paper has jammed.
System Monitor

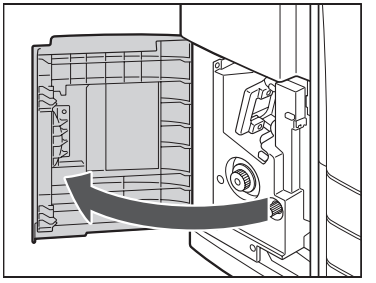
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

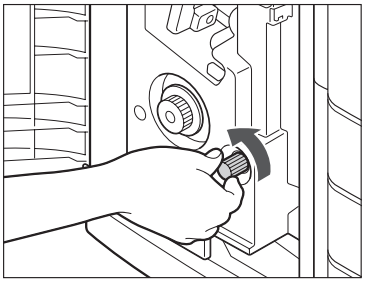
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

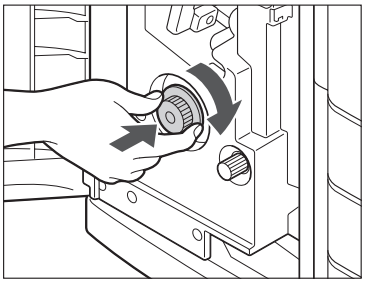
1 **Open the lower front cover of the finisher.**



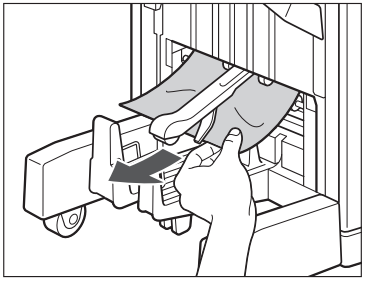
2 **Turn the knob on the right in the direction of the arrow (counterclockwise).**



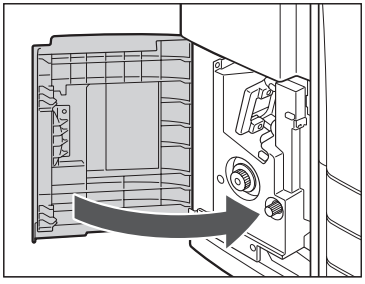
3 **While pushing in the knob on the left, turn it in the direction of the arrow (clockwise).**



4 **Remove any jammed paper protruding from the saddle stitcher unit.**



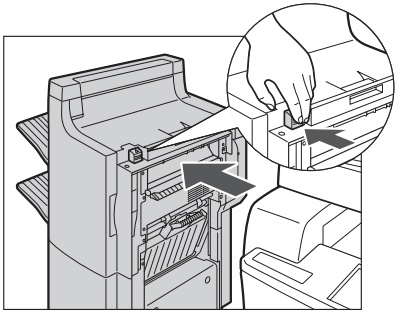
5 **Close the lower front cover of the finisher.**



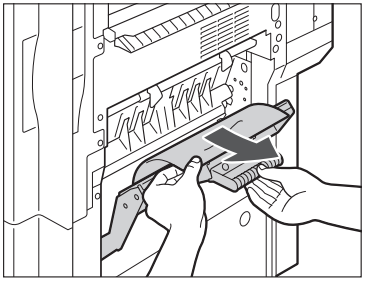
CAUTION

When closing the lower front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

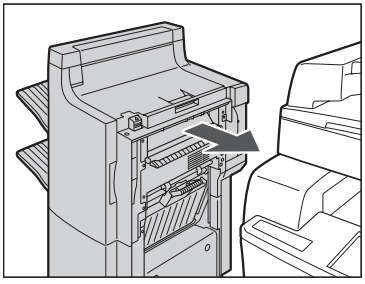
6 **Press the release button, and move the finisher away from the main unit.**



7 While pulling on the tab of the stacking area, remove any jammed paper.



8 Reconnect the finisher to the main unit.



CAUTION

When reconnecting the finisher to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

9 Follow the instructions on the touch panel display.

NOTE

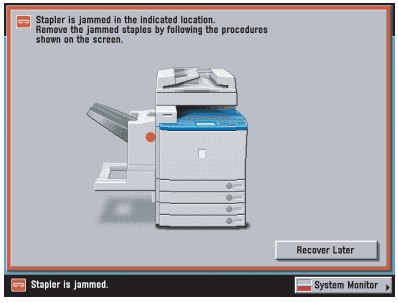
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-3.

Clearing Staple Jams

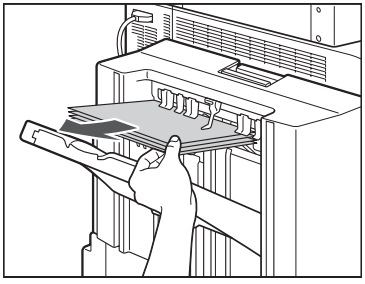
If a staple jam occurs, follow the procedure described below to remove the jammed staples.

Finisher-M1 (Optional)

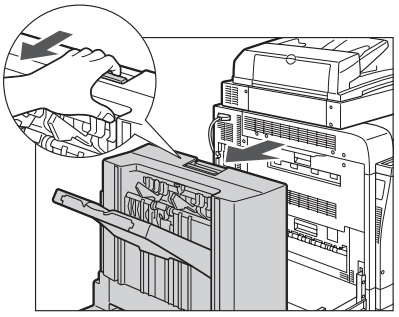
If a staple jam occurs in the optional Finisher-M1, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in the indicated location.
Remove the jammed staples by following the procedures shown on the screen.
Recover Later
Stapler is jammed.
System Monitor

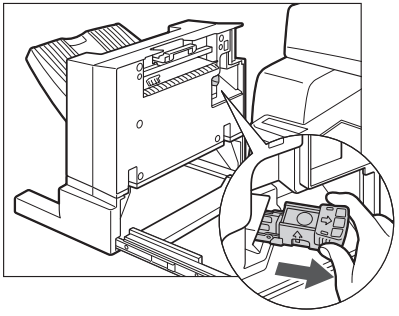
1 **Remove all of the paper in the finisher's processing tray that is still waiting to be stapled.**



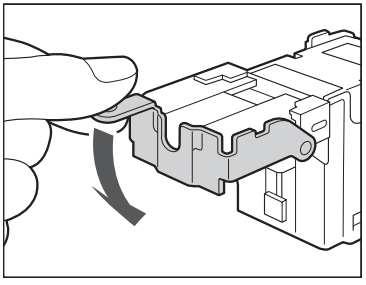
2 **Grip the handle on the finisher, and pull it away from the main unit.**



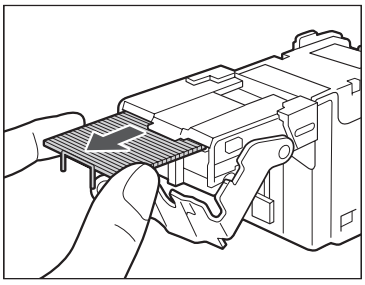
3 **Pull out the staple case, holding it by its left and right sides.**



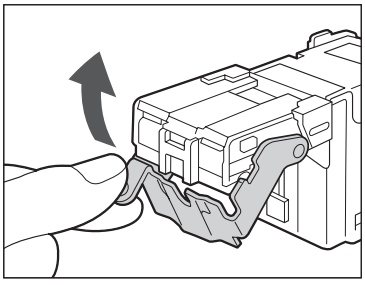
4 **Push down the tab on the staple case.**



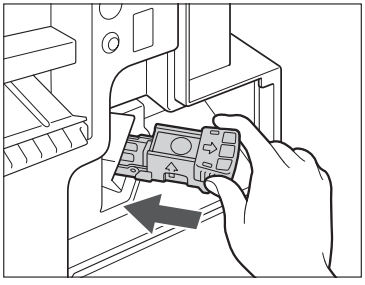
5 **Remove all of the staples that slide from the staple case.**



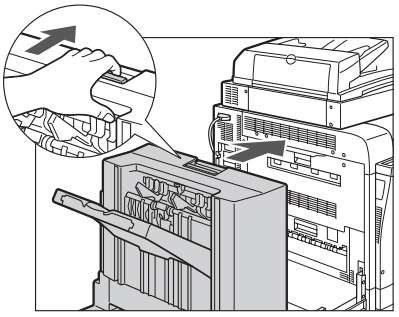
6 **Return the tab on the staple case to its original position.**



7 **Gently push the staple case firmly back into the finisher.**



8 Reconnect the finisher to the main unit.



CAUTION

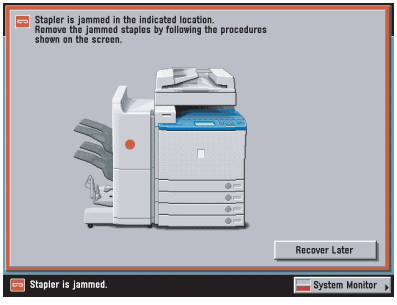
When reconnecting the finisher to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

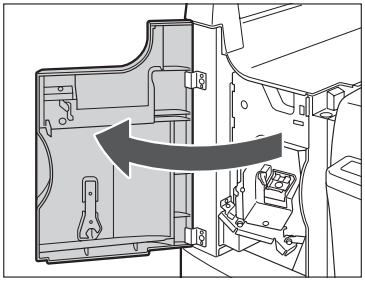
If there are no staples ready for stapling after the finisher is reconnected to the main unit, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Finisher-N1/Saddle Finisher-N2 (Optional)

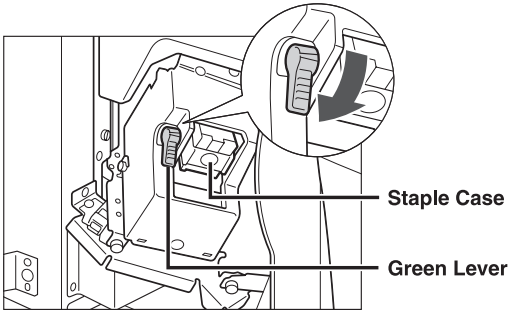
If a staple jam occurs in the stapler unit of the optional Finisher-N1 or optional Saddle Finisher-N2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in the indicated location.
Remove the jammed staples by following the procedures shown on the screen.
Recover Later
Stapler is jammed.
System Monitor

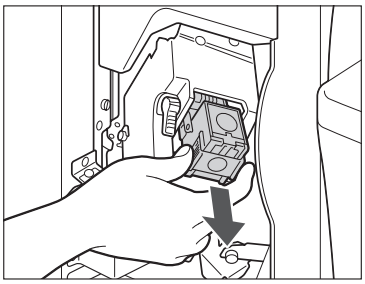
1 **Open the upper front cover of the finisher.**



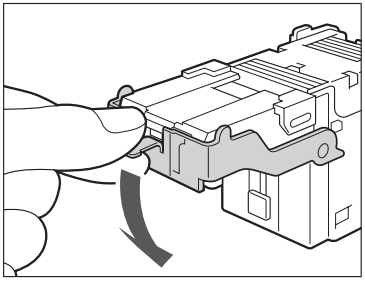
2 **Push the green lever down to unlock the staple case.**



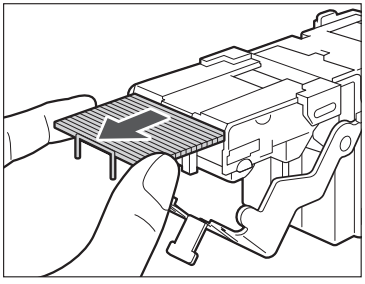
3 **Pull out the protruding staple case from the stapler unit, holding it by its left and right sides.**



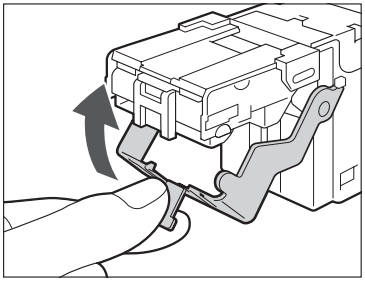
4 **Push down the tab on the staple case.**



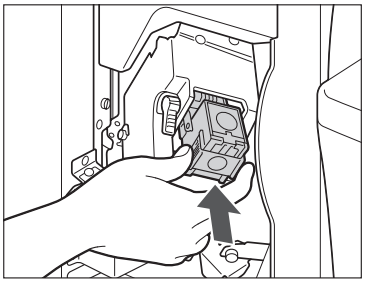
5 **Remove all of the staples that slide from the staple case.**



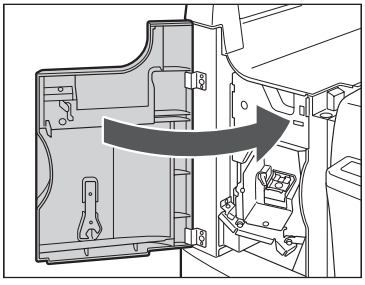
6 **Return the tab on the staple case to its original position.**



7 **Gently push the staple case firmly back into the stapler unit until the green lever is returned to its original position.**



8 **Make sure that the staple case is firmly secured, and close the upper front cover of the finisher.**



CAUTION

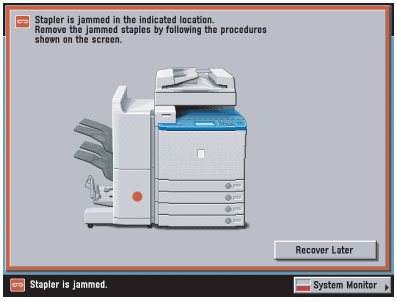
When closing the upper front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Saddle Stitcher Unit (Optional)

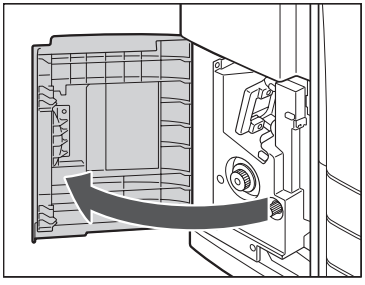
If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-N2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in the indicated location.
Remove the jammed staples by following the procedures shown on the screen.
Recover Later
Stapler is jammed.
System Monitor

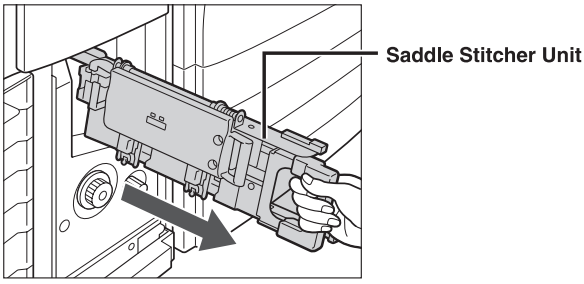
IMPORTANT

- *If necessary, make sure to remove all of the paper in the Booklet tray before clearing a staple jam inside the saddle stitcher unit.*
- *This procedure is only necessary if the optional Saddle Finisher-N2 is attached.*

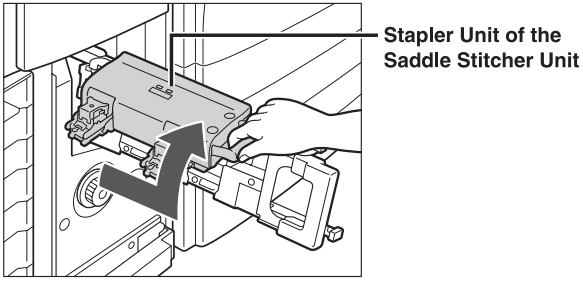
1 Open the lower front cover of the finisher.



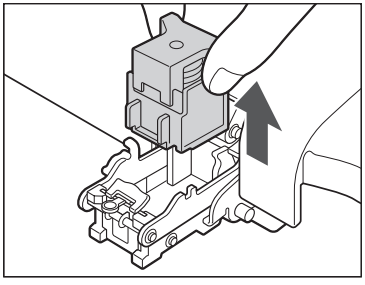
2 **Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.**



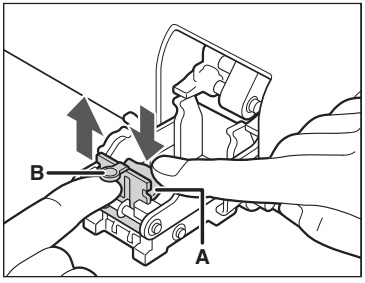
3 **Pull the stapler unit of the saddle stitcher unit towards you, then push it up.**



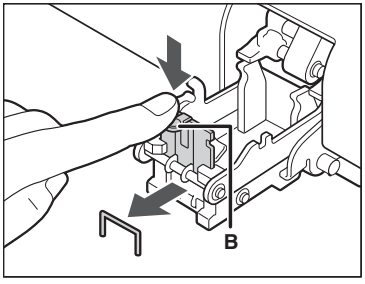
4 **Pull out the staple cartridge, holding it by its left and right sides.**



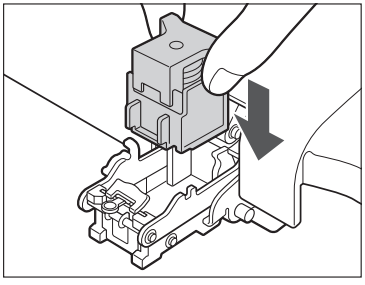
5 **Push down Part A, and push up Part B.**



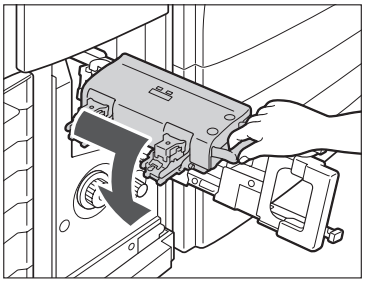
6 **Remove any jammed staples, and return Part B to its original position.**



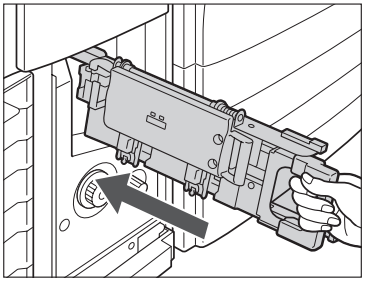
7 **Return the staple cartridge to its original position.**



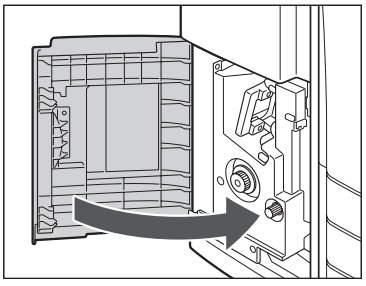
8 **Pull the stapler unit of the saddle stitcher unit towards you, then push it down into its original position.**



9 **Gently push the saddle stitcher unit back into its original position.**



10 **Close the lower front cover of the finisher.**



CAUTION

When closing the lower front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See "Saddle Stitch Staple Repositioning," on p. 4-55.)

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Sending and Facsimile Guide*, and *Network Guide*.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Load paper.

Cause 1	The machine has run out of paper. No more prints can be made.
Remedy	Load paper. (See "Paper Drawers," on p. 7-2.)
Cause 2	The paper drawer is not correctly inserted.
Remedy	Insert the paper drawer as far as it will go. (See "Paper Drawers," on p. 7-2.)

Load A4 size paper.

Cause	The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.
Remedy 1	Load the indicated paper size into the machine. If you press ⊙ while this message is displayed, prints are made with the currently selected paper size.
Remedy 2	If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-23.)

△ Return page 1 to the top, and then press the Start key.

Cause	Scanning was stopped due to a problem with the optional feeder.
Remedy	Arrange the originals in page order with the first page on top. Place the originals back in the feeder's original supply tray, and press ⊙.

△ Remove the paper from the output tray.

Cause	Prints from the previous job remain in the output tray.
Remedy	Remove the prints remaining in the output tray. Printing automatically resumes.

△ Remove the paper from the booklet tray.

Cause	Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-N2.
Remedy	Remove the prints remaining in the Booklet tray. Printing automatically resumes.

△ Attach the Finisher to the main unit.

Cause	The finisher is not properly connected to the main unit.
Remedy	Connect the finisher to the main unit properly. (See "Finisher-N1/Saddle Finisher-N2 (Optional)," on p. 8-49.)

Paper is jammed in the indicated location. Remove the jammed paper.

Cause	An original or paper has jammed in the machine, preventing prints from being made.
Remedy	Remove the jammed original or paper from the machine by following the instructions on the touch panel display. (See "Clearing Paper Jams," on p. 8-3.)

Remaining toner is low. (Magenta)

Cause	Toner of the displayed colour is running low.
Remedy	Prepare the displayed colour's toner cartridge for replacement.

Replace toner cartridge. (Black)

Cause	Printing is not possible because toner of the displayed colour is running low.
Remedy	Replace the displayed colour's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-29.)

Replace toner cartridge. (Black copying is possible.)

Cause	Colour copying is not possible because toner of the displayed colour is running low.
Remedy	Replace the displayed colour's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-29.)

Replace toner cartridge. (Black printing is possible.)

Cause	Colour printing is not possible because toner of the displayed colour is running low.
Remedy	Replace the displayed colour's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-29.)

Insert toner cartridge. (Cyan)

Cause	The toner cartridge of the displayed colour is not inserted properly.
Remedy	Make sure that the toner cartridge is inserted properly. (See "Replacing the Toner Cartridge," on p. 7-29.)

Prepare a new waste toner container and open the front cover.

Cause	Printing is not possible because the waste toner container is full.
Remedy	Replace the waste toner container. (See "Replacing the Waste Toner Container," on p. 7-34.)

Place the original on the platen glass.

Cause	The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.
Remedy	Place the original on the platen glass.

Remove the original from the platen glass.

Cause	An original remains on the platen glass.
Remedy	Remove the original from the platen glass, and place the new original.

Remove the original from the feeder.

Cause	The machine cannot scan your original using the feeder. An original is placed in both the feeder and the platen glass.
Remedy	Remove the original from the feeder.

Adjusting gradation. Please wait a moment.

Cause	The machine is performing an automatic gradation adjustment.
Remedy	Wait for the machine to finish the automatic gradation adjustment. When the adjustment is complete, printing automatically resumes.

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen under [Log] from the System Monitor screen. (See "Job Details," on p. 5-10.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. (See Chapter 12, "Printing Communication Reports," in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.

NOTE

If a send job is cancelled, <STOP> is printed in the Results column on the Send report.

# 001	
Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See "Clearing Paper Jams," on p. 8-3, or "Feeder (DADF-K1) (Optional)," on p. 8-41.)

# 009	
Cause 1	There is no paper.
Remedy	Load paper. (See "Paper Drawers," on p. 7-2.)
Cause 2	The paper drawer is not inserted correctly into the machine.
Remedy	Insert the paper drawer properly. (See "Paper Drawers," on p. 7-2.)

# 037	
Cause	Documents could not be received because there was insufficient memory available.
Remedy	Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory.

# 701	
Cause	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using 0 - 9 (numeric keys) on the control panel, and try again.

703

Cause	The hard disk is full, and no more images can be scanned.
Remedy 1	Wait a few moments, and try scanning again after other send jobs are complete.
Remedy 2	Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again.

#711

Cause	The inbox memory is full.
Remedy	Erase the unnecessary documents stored in the inbox.

712

Cause	The maximum number of documents are already stored in the inbox.
Remedy	Erase the unnecessary documents stored in the inbox.

749

Cause	You could not execute the job because a service call message is being displayed.
Remedy	Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer.

816

Cause	You cannot print because the set page limit total has been reached.
Remedy	Contact your System Manager.

851

Cause 1	There is insufficient memory remaining in the system.
Remedy	Check the system's available memory, and delete any unnecessary documents stored in the inboxes.
Cause 2	The scanned document cannot be stored because there are more than 100 documents in the specified inbox.
Remedy	If there are a large number of documents, delete them from the specified inbox.

852

Cause	An error occurred because the main power switch was turned OFF while a job was being processed.
Remedy	Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

853

Cause 1	When trying to print a large number of pages, the job is not performed due to insufficient memory resources.
Remedy	Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.
Cause 2	Originals have jammed in the optional feeder.
Remedy	Clear the paper jam, and try feeding a smaller amount of originals through the feeder again.

If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

NOTE

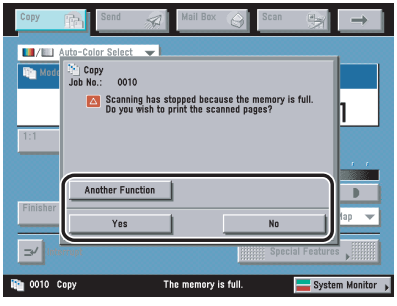
The machine's memory can store about 4,000 pages of scanned images. About 3,700 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:
Copy: 100 pages
Print: 50 pages (excluding Secured Print jobs)
Others: 50 pages

For example, the Copy function can store up to 3,800 pages of scanned images.
100 + 3,700 = 3,800 pages (approximate figures)
However, the number of pages that the machine's memory can store may differ depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

1 Follow this procedure:

- **If the message asking whether to print the original pages scanned into memory appears:**

  ❑ Select [Yes], [No], or [Another Function].

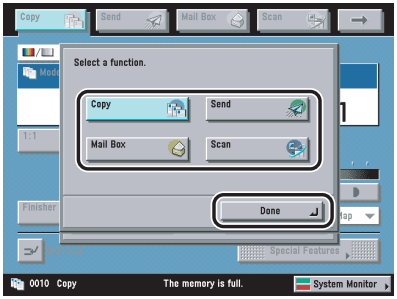


Details of each item are shown below.

[Yes]: The pages scanned into memory are printed. When printing is complete, scan the remaining originals.

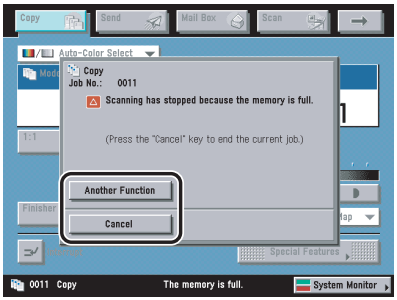
[No]: The pages scanned into memory are not printed.

[Another Function]: Select to use another function that is not being used → press [Done].



● **If the screen shown below appears:**

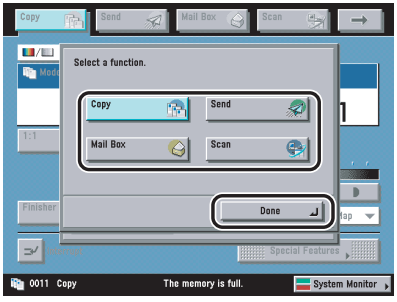
❑ Select [Cancel] or [Another Function].



Details of each item are shown below.

[Cancel]: The current job is cancelled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

[Another Function]: Select to use another function that is not being used → press [Done].

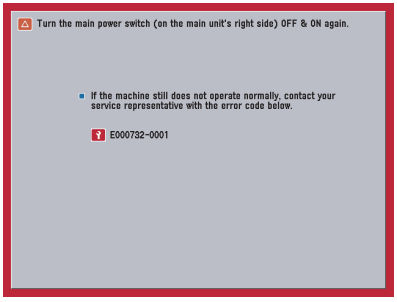


Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.


Turn the main power switch (on the main unit's right side) OFF & ON again.
If the machine still does not operate normally, contact your service representative with the error code below.
E000732-0001

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

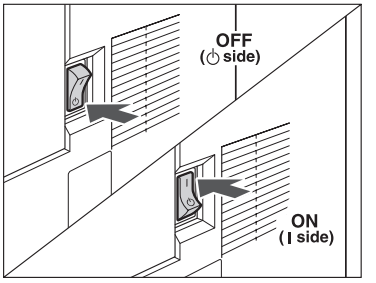
CAUTION

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

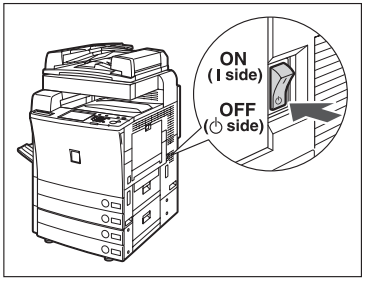
If you turn the main power switch OFF when there is a job waiting to print, that job is erased.

1 **Turn OFF the main power switch. Wait at least 10 seconds before turning the main power switch back ON.**

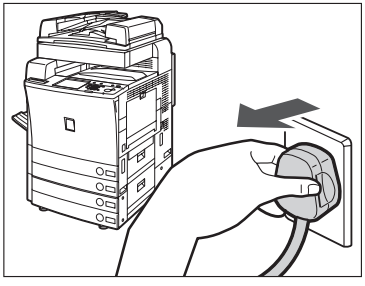


2 **If the machine still does not operate normally, follow the procedure below, then contact your local authorized Canon dealer.**

❑ Turn OFF the main power.



❑ Disconnect the power plug.



NOTE

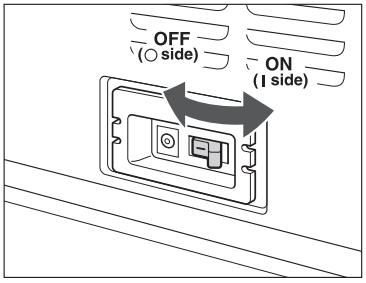
When you contact your local authorized Canon dealer, have the following information available:

- *Product name*
- *Details of the malfunction*
- *The error code displayed on the touch panel display*

When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned ON, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.



WARNING

If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.

Appendix

CHAPTER 9

This chapter provides the specifications of the main unit and the optional equipment, and other useful information.

Sample Reports 9-2
- Copy Log List 9-2
- Print Log List 9-3

Specifications 9-5
- Main Unit 9-5
- Color Image Reader-C1 9-6
- Feeder (DADF-K1) 9-8
- Cassette Feeding Unit-X1 9-8
- Plain Pedestal-C1 9-9
- Paper Deck-P1 9-9
- Finisher-M1 9-10
- Finisher-N1 9-11
- Saddle Finisher-N2 9-12
- Copy Tray Unit-H1 9-13
- Card Reader-D1 9-14

Number of Enterable Characters and Capacity of Various Functions 9-15
- Number of Enterable Characters 9-15
- Capacity of Various Functions 9-17

Relationship between Original Orientation and Preprinted Paper Output Chart 9-19

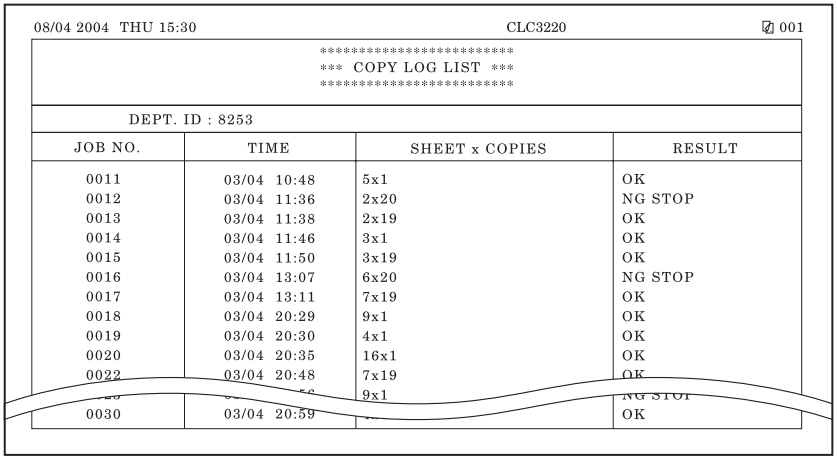
Index 9-22

System Management of the CLC3220/iR C3220N 9-28
- Entering the System Management Mode 9-28
- Cancelling the System Management Mode 9-31
- Managing Inboxes in the System Management Mode 9-31
- Changing the Mail box Settings in the System Management Mode 9-33

Sample Reports

Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-11.)



08/04 2004 THU 15:30 CLC3220 001

****
*** COPY LOG LIST ***
****

DEPT. ID : 8253

JOB NO.	TIME	SHEET x COPIES	RESULT
0011	03/04 10:48	5x1	OK
0012	03/04 11:36	2x20	NG STOP
0013	03/04 11:38	2x19	OK
0014	03/04 11:46	3x1	OK
0015	03/04 11:50	3x19	OK
0016	03/04 13:07	6x20	NG STOP
0017	03/04 13:11	7x19	OK
0018	03/04 20:29	9x1	OK
0019	03/04 20:30	4x1	OK
0020	03/04 20:35	16x1	OK
0022	03/04 20:48	7x19	OK
		9x1	NG STOP
0030	03/04 20:59		OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a copy job that is accepted.

■ TIME

Prints the date and time (in 24-hour notation) when a copy job was completed.

■ SHEET x COPIES

Prints the number of pages in each copy set and the number of sets made.

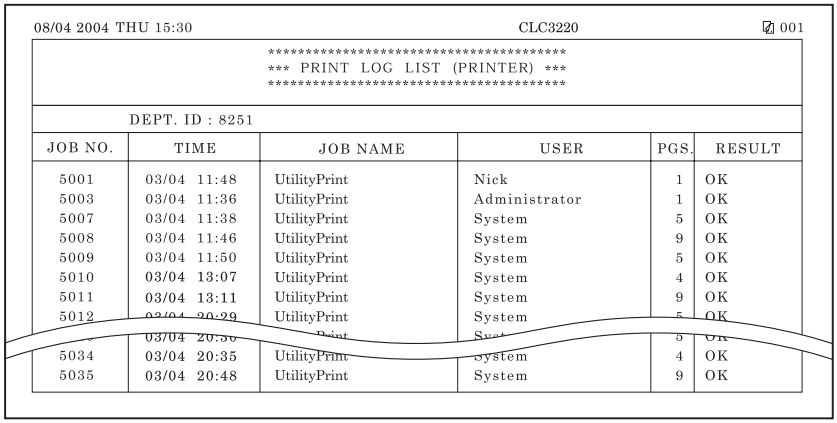
■ RESULT
Prints <OK> or <NG>.

<OK> is printed when the copy job completes successfully.

<NG> (No Good) is printed if an error occurs during the copy job. The error code or <STOP> is also printed next to <NG>.

Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-11.)



08/04 2004 THU 15:30 CLC3220 001

****
*** PRINT LOG LIST (PRINTER) ***
****

DEPT. ID : 8251

JOB NO.	TIME	JOB NAME	USER	PGS.	RESULT
5001	03/04 11:48	UtilityPrint	Nick	1	OK
5003	03/04 11:36	UtilityPrint	Administrator	1	OK
5007	03/04 11:38	UtilityPrint	System	5	OK
5008	03/04 11:46	UtilityPrint	System	9	OK
5009	03/04 11:50	UtilityPrint	System	5	OK
5010	03/04 13:07	UtilityPrint	System	4	OK
5011	03/04 13:11	UtilityPrint	System	9	OK
5012	03/04 20:29	UtilityPrint	System	5	OK
5034	03/04 20:35	UtilityPrint	System	4	OK
5035	03/04 20:48	UtilityPrint	System	9	OK

■ DEPT. ID
If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

■ JOB NO.
Prints the four digit number which is automatically assigned to a print job that is accepted.

■ TIME
Prints the date and time (in 24-hour notation) when a print job was completed.

■ JOB NAME
Prints the name of the printed document, or the type of print job.

■ USER

Prints the name of the user who sent the print job to the machine.

■ PGS.

Prints the total number of pages that were printed.

■ RESULT

Prints <OK> or <NG>.

<OK> is printed when the print job completes successfully.

<NG> (No Good) is printed if an error occurs during the print job. The error code or <STOP> is also printed next to <NG>.

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specifications
Name	Canon CLC3220/iR C3220N
Type	Desktop
Photoconductive Material	OPC (Organic Photo Conductor)
Fixing System	Heat Roller System
Paper Stock	Paper Drawer: 64 to 209 g/m^2 Plain, Recycled, Colour, Heavy, Transparency Stack Bypass: 64 to 253 g/m^2 Plain, Recycled, Colour, Letterhead, Bond, Pre-punched, Heavy 1, Heavy 2, Transparency, Tracing Paper, Labels, Tab Paper, Glossy, Washi (JPN paper), Envelopes (COM10, ISO-B5, Monarch, ISO-C5, DL, Kakugata 2, and Nagagata 3)
Capacity per Tray	250 sheets
Paper Sizes	Paper Drawer: 305 mm x 457 mm, A3, A4, A4R, and A5R Stack Bypass: A3, A4, A4R, A5R, Irregular size (100 mm x 148 mm to 320 mm x 457 mm), and Envelopes
Warm-Up Time	Six minutes maximum after powering ON Approximately six minutes from the Sleep mode 30 seconds maximum from the Low Power mode Activation time may vary depending on the conditions under which the machine is being used. (In all cases, at a room temperature of 20°C.)
First Print Time	Full Colour: 13.1 seconds Black-and-White: 9.8 seconds
Continuous Print Speed	A4: 32 sheets/minute A3, A4R, A5R: 16 sheets/minute
Paper Feeding System	Paper drawers: 550 sheets x 2 cassettes (80 g/m^2) Stack bypass: 100 sheets (80 g/m^2)
Output Orientation	Face Up (only one original, copy, or print), or Face Down (more than one original, copy, or print)
Power Source	220-240 V AC, 50 Hz

Item	Specifications
Maximum Power Consumption	1.3 kW maximum
Dimensions (W x D x H)	620 mm x 786 mm x 710 mm
Installation Space (W x D)	1,241 mm x 786 mm (when the stack bypass is extended)
Weight	Approximately 113.5 kg

Color Image Reader-C1

Item	Specifications
Platen Type	Stationary
Copying System	Laser Electrostatic Transfer System
Developing System	Dry Dual Component Developing System
Resolution	Reading: 600 dpi x 600 dpi Writing: Up to 2400 equivalent x 600 dpi with Colour Automatic Image Refinement (AIR)
Number of Tones	256
Acceptable Originals	Sheet, book, three dimensional objects (up to 2 kg)
Maximum Original Size	A3
Margin Areas	Top margin: 2.5 mm Left and right margin: 2.0 mm Bottom margin: 2.5 mm
Copy Speed (Full Colour and Black-and-White)	1:1 A3 16 sheets/minute A4 32 sheets/minute A4R 16 sheets/minute A5R 16 sheets/minute Reduction A3 → A5R (50%) 16 sheets/minute A3 → A4R (70.7%) 16 sheets/minute Enlargement A4R → A3 (141.4%) 16 sheets/minute A5R → A3 (200%) 16 sheets/minute *Except when paper is fed from the stack bypass.

Item	Specifications	
Magnification	1:1	1:1 (±0.7%)
	Reduction	1:0.707 (A3 → A4R) 1:0.500 (A3 → A5R) 1:0.250
	Enlargement	1:1.414 (A4R → A3) 1:2.000 (A5R → A3) 1:4.000
Exposure Control	Automatic or manual (9 levels)	
Multiple Copies	1 to 999 sheets	
Power Source	From the main unit	
Maximum Power Consumption	160 W maximum	
Dimensions (W x D x H)	585 mm x 543 mm x 87 mm	
Weight	Approximately 12.5 kg	

Feeder (DADF-K1)

Item	Specifications
Type	Automatic Document Feeder
Originals	A3, A4, A4R, or A5
Original Paper Weight	52 to 105 g/m^2
Original Tray Capacity	A3: 15 sheets (80 g/m^2) A4, A4R, A5: 30 sheets (80 g/m^2)
Original Replacement Speed	Black-and-White: 36 sheets/minute (A4) Full Colour/Grayscale: 36 sheets/minute (A4, the resolution is less than 300 dpi) 23 sheets/minute (A4, the resolution is 301 dpi or above)
Power Source	From the main unit
Power Consumption	Approximately 39 W
Dimensions (W x D x H)	580 mm x 506 mm x 165 mm
Weight	Approximately 13 kg

Cassette Feeding Unit-X1

Item	Specifications
Paper Feeding System	550 sheets x 2 cassettes (80 g/m^2)
Power Source	220-240V AC, 50 Hz
Maximum Power Consumption	1.5 kW (including main unit and connecting accessories)
Dimensions (W x D x H)	620 mm x 705 mm x 312 mm
Weight	Approximately 30 kg
Paper Sizes	305 mm x 457 mm, A3, A4, A4R, or A5R

Plain Pedestal-C1

Item	Specifications
Power Source	220-240V AC, 50 Hz
Maximum Power Consumption	1.5 kW (including main unit and connecting accessories)
Dimensions (W x D x H)	620 mm x 705 mm x 312 mm
Weight	Approximately 24 kg

Paper Deck-P1

Item	Specifications
Paper Deck Capacity	2,700 sheets (80 g/m^2)
Power Source	From the optional Cassette Feeding Unit-X1 or optional Plain Pedestal-C1
Power Consumption	Approximately 27 W
Dimensions (W x D x H)	324 mm x 591 mm x 432 mm
Weight	Approximately 30 kg
Paper Size	A4
Installation Space (W x D)	1,176.5 mm x 786 mm

Finisher-M1

Item	Specifications
Paper Weight	64 to 253 g/m^2
Capacity Per Tray	No Collating, Collate, Group mode A4, A4R, A5R: 1,000 sheets (or 170 mm in height) A3: 500 sheets (or 85 mm in height) Staple mode A3, A4, A4R: 30 sets (or 170 mm in height)
Max. Stapling Capacity	A4, A4R: 30 sheets (64 to 80 g/m^2) 20 sheets (81 to 105 g/m^2) 5 sheets (106 to 253 g/m^2) A3: 15 sheets (64 to 80 g/m^2) 10 sheets (81 to 105 g/m^2) 5 sheets (106 to 253 g/m^2)
Available Staple Size	A3, A4, A4R
Available Offset Size	A3, A4, A4R
Power Source	From the optional Cassette Feeding Unit-X1 or optional Plain Pedestal-C1
Power Consumption	Approximately 40 W
Dimensions (W x D x H)	553 mm x 574 mm x 362 mm
Installation Space (W x D)	1,471 mm x 786 mm (when the stack bypass is extended)
Weight	Approximately 18 kg

Finisher-N1

Item	Specifications
Paper Weight	64 to 253 g/m^2
Capacity Per Tray	No Collating, Collate, Group mode A4, A5R: 1,000 sheets (or 147 mm in height) A3, A4R: 500 sheets (or 74 mm in height) Staple mode A4: 750 sheets/30 sets (or 110 mm in height) A3, A4R: 500 sheets/30 sets (or 74 mm in height) No Collating, Collate, Group mode with different paper sizes: 300 sheets (or 44 mm in height) Staple mode with different paper sizes: 150 sheets/30 sets (or 22 mm in height)
Max. Stapling Capacity	A4: 50 sheets (64 to 80 g/m^2) 30 sheets (81 to 105 g/m^2) 10 sheets (106 to 209 g/m^2) 5 sheets (210 to 253 g/m^2) A3, A4R: 30 sheets (64 to 80 g/m^2) 20 sheets (81 to 105 g/m^2) 10 sheets (106 to 209 g/m^2) 5 sheets (210 to 253 g/m^2)
Available Staple Size	Corner Stapling: A3, A4, A4R Double Stapling: A3, A4
Available Offset Size	A3, A4, A4R
Power Source	From the optional Cassette Feeding Unit-X1 or optional Plain Pedestal-C1
Power Consumption	Approximately 70 W
Dimensions (W x D x H)	682 mm x 615 mm x 1,066 mm
Installation Space (W x D)	1,584 mm x 786 mm (when the stack bypass is extended)
Weight	Approximately 37 kg

Saddle Finisher-N2

Item	Specifications
Paper Weight	Finisher Unit: 64 to 253 g/m^2 Saddle Stitcher Unit: 64 to 105 g/m^2 (Cover Sheets Only: 64 to 253 g/m^2)
Capacity Per Tray	No Collating, Collate, Group mode A4, A5R: 1,000 sheets (or 147 mm in height) A3, A4R: 500 sheets (or 74 mm in height) Staple mode A4: 750 sheets/30 sets (or 110 mm in height) A3, A4R: 500 sheets/30 sets (or 74 mm in height) No Collating, Collate, Group mode with different paper sizes: 300 sheets (or 44 mm in height) Staple mode with different paper sizes: 150 sheets/30 sets (or 22 mm in height) Saddle Stitch mode: 1 to 5 sheets/25 sets, 6 to 10 sheets/15 sets, 11 to 15 sheets/10 sets *The maximum number is 10 sets if [Add Cover] in Booklet mode is selected.
Max. Stapling Capacity	Corner, Double A4: 50 sheets (64 to 80 g/m^2) 30 sheets (81 to 105 g/m^2) 10 sheets (106 to 209 g/m^2) 5 sheets (210 to 253 g/m^2) A3, A4R: 30 sheets (64 to 80 g/m^2) 20 sheets (81 to 105 g/m^2) 10 sheets (106 to 209 g/m^2) 5 sheets (210 to 253 g/m^2) Saddle Stitch 15 sheets (64 to 80 g/m^2) 10 sheets (81 to 105 g/m^2)
Available Staple Size	Corner staple: A3, A4, A4R Double staple: A3, A4
Available Saddle Stitch Size	A3, A4R
Available Offset Size	A3, A4, A4R
Saddle Stitch Folding Method	Roller Pressure Folding
Saddle Stitch Folding Mode	V-fold

Item	Specifications
Power Source	From the optional Cassette Feeding Unit-X1 or optional Plain Pedestal-C1
Power Consumption	Approximately 70 W
Dimensions (W x D x H)	682 mm x 615 mm x 1,066 mm
Dimensions When Attached to the Main Unit (W x D)	1,584 mm x 786 mm (when the stack bypass is extended)
Weight	Approximately 57 kg

Copy Tray Unit-H1

Item	Specifications
Capacity	100 sheets
Dimensions (W x D x H)	254 mm x 371 mm x 134 mm
Installation Space (W x D)	874 mm x 786 mm
Weight	Approximately 1.0 kg

Card Reader-D1

Item	Specifications
Available Cards	Magnetic, Optical
Card Readout Method	Magnetic/Optical readout
Magnetic Card Reading Direction	Face up
Store/Replay	Replay
Power Source	From the main unit
Dimensions (W x D x H)	77 mm x 85 mm x 22 mm
Weight	Approximately 70 g

Number of Enterable Characters and Capacity of Various Functions

Number of Enterable Characters

Additional Functions				
Common Settings	**Registering Irregular Size for Stack Bypass**	Register Name		10 characters maximum
System Settings	**System Manager Settings**	System Manager		32 characters maximum
		E-mail Address		64 characters maximum
		Contact Information		32 characters maximum
		Comment		32 characters maximum
	Device Information Settings	Device Name		32 characters maximum
		Location		32 characters maximum
Mail Box Settings	**User Inboxes Settings**	Register Inbox Name		24 characters maximum
	Confidential Fax Inboxes Settings	Register Inbox Name		24 characters maximum
Communications Settings	**TX Settings (Common Settings)**	Sender's Names (TTI)		24 characters maximum
		Unit Name		24 characters maximum
System Settings	**Communications Settings**	E-mail/I-Fax Settings	Default Subject	40 characters maximum
	Forwarding Settings	Condition Name		50 characters maximum
		Send Doc. Name		24 characters maximum
	Register LDAP Server	Server Name		24 characters maximum
		Server Address		48 characters maximum
		Location to Start Search		128 characters maximum
Address Book Settings	**E-mail**	Name		24 characters maximum
		One-touch Button Name*		12 characters maximum
		E-mail Address		128 characters maximum

Additional Functions			
Address Book Settings	**I-Fax**	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Fax Number	120 digits maximum
		Subaddress	20 digits maximum
		Password	20 digits maximum
	File	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		File Path	128 characters maximum
		User	FTP,IPX:24 characters maximum SMB:128 characters maximum
		Password	FTP,IPX:24 characters maximum SMB:14 characters maximum
	Group	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

*One-touch Button Name can be entered only when you are setting the One-touch Buttons.

Copy Functions		
Colour Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Mail Box Functions		
Document Name		24 characters maximum
Mode Memory	Register Name	10 characters maximum
Colour Balance	Register Name	10 characters maximum

Sending/Facsimile Functions		
Scanning Mode	Register Name	(8 characters maximum)x2
Send Settings	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

Capacity of Various Functions

Additional Functions		
Date & Time Settings		Year, Month, day, hour
System Manager Settings	System Manager ID	7 digits maximum
	System Password	7 digits maximum
Dept. ID Management	Dept. ID	7 digits maximum
	Password	7 digits maximum
	Page Limits	0-999999
User Inbox	Number of Inboxes	100
	Password	7 digits
Memory RX Inbox	Memory RX Inbox Password	7 digits
Confidential Fax Inbox	Number of Inboxes	50
Unit Telephone #		20 digits maximum
Address Book Password		7 digits maximum
Address Book Capacity		1600 destinations
One-touch Button Capacity		200 destinations

Copy Functions		
Colour Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Copy Jobs	Number of Jobs	5 jobs

Mail Box Functions		
Colour Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Print Jobs	Number of Jobs	32 jobs
Sending Documents	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

Sending/Facsimile Functions		
Scanning Mode	Number of keys	8
Reserving Send Jobs	E-mail I-Fax File Inbox	120 jobs
	Fax	64 jobs
Send Jobs	Number of pages	500 pages maximum

Relationship between Original Orientation and Preprinted Paper Output Chart

Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

IMPORTANT

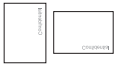
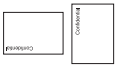
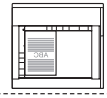
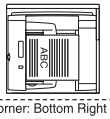
If the optional Finisher-M1 is attached, only the 'Corner: Top Left' stapling setting is available.

NOTE

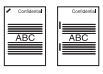
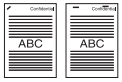
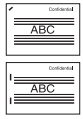
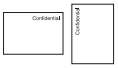
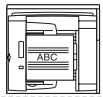
If you want to copy onto the back side of preprinted paper, place the side you want to copy on:

- *face down when using a paper drawer*
- *face up when using the stack bypass or the optional Paper Deck-P1*

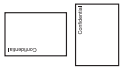
■ If You Want to Set Right Side Stapling:

Original/paper orientation, settings \ Staple position / Output example		Corner: Top Right Double: Right A4	Corner: Top Right Double: Top A3	Corner: Top Right A4	Corner: Top Right Double: Right A3
Preprinted Paper	Orientation in paper drawer Preprinted side: Face down				
	Orientation in stack bypass/paper deck Preprinted side: Face up				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Right Double: Right	Corner: Top Left Double: Left	Corner: Top Right	Corner: Top Right Double: Right
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation setting		Either On or Off	Either On or Off	Either On or Off (Set to On when paper orientation in paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Want to Set Left Side Stapling:

Original/ paper orientation, settings \ Staple position / Output example		Corner: Top Left Double: Left  A4	Corner: Top Left Double: Top  A3	Corner: Top Left A4	Corner: Top Left Double: Left  A3
Preprinted Paper	Orientation in paper drawer Preprinted side: Face down				
	Orientation in stack bypass/paper deck Preprinted side: Face up				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Left Double: Left	Corner: Bottom Left Double: Left	Corner: Top Left	Corner: Top Left Double: Left
Auto Orientation setting		Either On or Off	Either On or Off	Either On or Off (Set to On when paper orientation in paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Original/ paper orientation, settings \ Output example		A4	A3	A4	A3
Preprinted Paper	Orientation in paper drawer Preprinted side: Face down				
	Orientation in stack bypass/paper deck Preprinted side: Face up				
Original	Orientation on the platen glass Original side: Face down				
	Orientation in the feeder Original side: Face up				
Auto Orientation setting		Either On or Off	Either On or Off	Either On or Off (Set to On when paper orientation in paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

Index

A

Additional Functions, 4-2
Additional Functions key, 1-14
Additional Functions screen, 2-12, 4-2, 4-5
Address Book Settings, 4-16
Adjustment/Cleaning, 4-9, 4-54
Allow Black Copy/Inbox Print jobs, 3-43, 4-11, 6-21
Allow Black Printer Jobs, 3-43, 4-11, 6-21
Allow Printer Jobs with Unknown IDs, 3-42, 4-11, 6-20
Allow Remote Jobs Unknown IDs, 3-42, 4-11, 6-20
Audible Tones, 4-6, 4-21
Auto Clear, 2-21
Auto Clear Setting, 4-6, 4-18
Auto Clear Time, 4-9, 4-52
Auto Drawer Switching, 2-21
Auto Gradation Adjustment, 4-9, 4-57
Auto Offline, 4-13, 6-28
Auto Online, 4-12, 6-27
Auto Online/Offline, 4-12, 6-27
Auto Orientation, 2-23
Auto Sleep mode, 2-14
Auto Sleep time, 4-9, 4-51
Auxiliary Tray
  Copy Tray Unit-H1, 3-23
  Feeder (DADF-K1), 3-10

B

Booklet tray, 3-17
Booklet tray guide, 3-17
Breaker
  About breaker, 1-10
  Periodic inspection, xxix
  Periodic inspection check sheet, xxxii

C

Card Reader-D1
  About Card Reader-D1, 3-3, 3-24
  Magnetic type card, 3-24
  Optical type card, 3-24
  Specifications, 9-14
Cassette Feeding Unit-X1
  About Cassette Feeding Unit-X1, 3-3, 3-5
  Clearing paper jams, 8-6, 8-34
  FL cassette-X1, 3-6
  Lower right cover, 3-5
  Paper drawers, 3-5
  Parts and functions, 3-5
  Specifications, 9-8
Centre output tray, 1-10
Cleaning
  Feeder, 7-39
  Platen glass and cover, 7-38
Cleaning inside Main Unit, 4-9, 4-61, 7-42
Clear key, 1-14
Clear Message Board, 4-12, 6-26
Clip tray, 1-14
Collate
  Copy Tray Unit-H1, 3-23
  Finisher-M1, 3-13
  Finisher-N1, 3-18
  Saddle Finisher-N2, 3-18
Color Image Reader-C1
  About Color Image Reader-C1, 3-3, 3-11
  Parts and their functions, 3-11
  Platen glass, 3-11
  Specifications, 9-6
Colour paper, 2-64
Common Settings, 4-6, 4-17
Communications Settings, 4-14
Consumables
  Paper stock, 7-44
  Safety instructions, xxviii
  Toner, 7-45
Contact Information, 4-11, 6-2
Control panel, 1-10
Control panel power switch, 1-14
Copy function, 2-2
Copy key, 2-8
Copy log list, 9-2
Copy Settings, 4-13
Copy Tray Unit-H1
  About Copy Tray Unit-H1, 3-3, 3-23
  Auxiliary tray, 3-23
  Collate mode, 3-23
  Group mode, 3-23
  Parts and functions, 3-23
  Rotate mode, 3-23
  Output tray, 3-23
  Specifications, 9-13
Copying, definition, xiv
Copyright, xix

Counter check, 5-2
Counter check key, 1-14
Counterfeit documents, preventing, xvi

D

Daily timer, 2-14
Daily Timer Settings, 4-9, 4-52
Date & Timer Settings, 4-13, 6-29
Date Compression Ratio for Remote Scans, 4-8, 4-49
Default Authentication, 2-11
Dept. ID Management, 3-27, 4-11, 6-4
Device Information Settings, 4-12, 6-25
Device Name, 4-12, 6-25
Display contrast dial, 1-14
Displays used in this manual, xii
Drawer Eligibility For APS/ADS, 4-6, 4-23
Duplexing Unit, 8-5, 8-19

E

Edit pen, 1-14
E-mail Address, 4-11, 6-2
Energy Consumption in Sleep Mode, 4-6, 4-29
Energy Saver key, 1-14
Energy Saver Mode, 2-14, 4-6, 4-28
Envelopes, 2-64
Error indicator, 1-14
Error messages
  Error codes without messages, 8-73
  Self-diagnostic display, 8-69
Exit slot cover
  About exit slot cover, 1-10
  Cleaning paper jams, 8-5, 8-11
Exposure Recalibration, 4-9, 4-61
External view, 1-10

F

Fax function, 2-4
Feeder (DADF-K1)
  About Feeder (DADF-K1), 3-3, 3-9
  Cleaning, 7-39
  Clearing paper jams, 8-7, 8-41
  Feeder cover, 3-10
  Original output area, 3-10
  Original set indicator, 2-47
  Original supply tray, 3-10, 8-42
  Parts and their functions, 3-9
  Placing originals, 2-40
  Slide guide, 3-10
  Specifications, 9-8
Feeder cleaning, 4-9, 4-62, 7-43
Finisher-M1
  About Finisher-M1, 3-3, 3-12, 7-15
  Clearing paper jams, 8-7, 8-45
  Clearing staple jams, 8-57
  Finishing modes, 3-13
  Output tray, 3-12
  Parts and their functions, 3-12
  Processing tray, 3-12
  Replacing staple cartridge, 7-15
  Seal, 7-17
  Specifications, 9-10
Finisher-N1
  About Finisher-N1, 3-3, 3-16
  Clearing paper jams, 8-7, 8-49
  Clearing staple jams, 8-60
  Finishing modes, 3-17
  Green lever, 7-21, 8-61
  Output tray A, 3-17
  Output tray B, 3-17
  Part and their functions, 3-16
  Release button, 3-17
  Replacing staple cartridge in stapler unit, 7-20
  Specifications, 9-11
  Seal, 7-22
  Staple Case, 7-21, 8-61
  Top cover, 3-17
  Upper front cover, 3-17
Finishing modes (Finisher-M1)
  Collate, 3-13
  Group, 3-13
  Offset, 3-13
  Staple, 3-14
Finishing modes (Finisher-N1/Saddle Finisher-N2)
  Collate, 3-18
  Group, 3-18
  Offset, 3-18
  Saddle stitch, 3-21
  Staple, 3-19
Fixing unit
  About Fixing unit, 1-13
  Cleaning paper jams, 8-5, 8-15
  Handle, 8-11, 8-16, 8-19
  Lever, 8-13
  Pressure Release Lever, 8-11, 8-16
FL cassette-X1, 3-6
Front cover, 1-13
Front guide, 7-9

G

Gamma Value for Remote Scans, 4-8, 4-50
Green lever
  Finisher-N1, 7-21, 8-61
  Saddle Finisher-N2, 7-21, 8-61
Group
  Copy Tray Unit-H1, 3-23
  Finisher-M1, 3-13
  Finisher-N1, 3-18

Saddle Finisher-N2, 3-18

H

Handle, 8-11, 8-16, 8-19
Heavy paper, 2-64
Help Function screen, 2-17
Help key, 1-14
Help Menu, 2-18

I

ID key, 1-14
Illustrations used in this manual, xiii
Inch Entry, 4-6, 4-22
Initial Function, 4-6, 4-17
Initialize Common Settings, 4-8, 4-50
Inner cover
Finisher-N1, 8-51
Saddle Finisher-N2, 8-51
Internal view, 1-12

J

Job Duration Display, 2-21
Job/Print status display area, 2-8

K

Keys used in this manual, xii

L

Labels, 2-64
Language Switch, 4-8, 4-47
Laser safety, xvi
Left feeder cover, 3-10, 7-40, 8-41
Left Guide, 7-8
Legal notices
Abbreviations used in this manual, xviii
Additional Information, xvii
Copyright, xix
Disclaimers, xix
Laser safety, xvi
Legal limitations on usage of your product and use of images, xx
Preventing counterfeit documents, xvi
R&TTE Directive, xvi
Trademarks, xviii
Letterhead, 2-64
Lever, 8-13
License Registration, 4-13, 6-34
Limit Functions with the Security Key off, 4-13, 6-33
Loading paper
Paper Deck-P1, 7-11
Paper drawers, 7-2
Stack bypass, 2-49
Location, 4-12, 6-25
Lower right cover, 3-5
Lower front cover, 3-17
Low-power Mode Time, 4-9, 4-53
Low-Power mode, 2-14

M

Magnetic type card, 3-24
Mail Box function, 2-3
Mail Box key, 2-8
Mail Box Settings, 4-15
Main power indicator, 1-14
Main power switch, 1-13
Main unit
Breaker, 1-10
Centre output tray, 1-10
Control panel, 1-10
Exit slot cover, 1-10
Paper drawer 1, 1-10
Paper drawer 2, 1-10
Side output tray, 1-10
Specifications, 9-5
Test button, 1-10
Upper left cover, 1-10
Meap Counter, 5-4
MEAP Settings, 4-13, 6-36
Message boards
Message in job/print status display area, 2-20
With Done key, 2-20
Without Done key, 2-19

N

Numeric keys, 1-14

O

Offset
Finisher-M1, 3-13
Finisher-N1, 3-18
Saddle Finisher-N2, 3-18
Offset Jobs, 4-8, 4-48
Open button, 3-7

Optical type card, 3-24
Output tray
  Finisher-M1, 3-12
  Copy Tray Unit-H1, 3-23
Output tray A
  Finisher-N1, 3-17
  Saddle Finisher-N2, 3-17
Output tray B
  Finisher-N1, 3-17
  Saddle Finisher-N2, 3-17

P

Page Totals, 3-37, 4-11, 6-15
Paper Deck-P1
  About Paper Deck-P1, 3-3, 3-7, 7-11
  Clearing paper jams, 8-6, 8-38
  Loading paper, 7-11
  Open button, 3-7
  Paper supply indicator, 3-7
  Parts and functions, 3-7
  Release button, 3-7
  Specifications, 9-9
Paper drawer 1, 1-10
Paper drawer 2, 1-10
Paper drawers
  About paper drawers, 7-2
  Adjusting to hold different paper size, 7-7
  Cassette Feeding Unit-X1, 3-5
  Clearing paper jams, 8-26
  Front guide, 7-9
  Left Guide, 7-8
  Loading paper, 7-2
  Paper size marks, 7-9
  Paper size slide, 7-9
  Size plate, 7-10
Paper jams
  Cassette Feeding Unit-X1, 8-34
  Clearing, 8-3
  Duplexing unit, 8-19
  Exit slot cover, 8-11
  Feeder (DADF-K1), 8-41
  Finisher-M1, 8-45
  Finisher-N1/Saddle Finisher-N2, 8-49
  Fixing unit, 8-15
  Paper Deck-P1, 8-38
  Right cover/Paper drawers, 8-26
  Saddle stitcher unit, 8-53
  Stack bypass, 8-22
  Transport Unit, 8-30
  Upper left cover, 8-9
Paper size marks, 7-9
Paper size slide, 7-9
Paper supply indicator
  Touch panel display, 2-22
  Paper Deck-P1, 3-7
Pg Ct Check, 3-36
Plain paper, 2-64
Plain Pedestal-C1
  About Plain Pedestal-C1, 3-3, 3-8
  Specifications, 9-9
Platen cover, 3-11
Platen Cover Type G
  About Platen Cover Type G, 3-3, 3-11
  Cleaning, 7-38
  Parts and their functions, 3-11
  Platen cover, 3-11
Platen glass
  About Platen glass, 1-13
  Cleaning, 7-38
  Color Image Reader-C1, 3-11
  Placing originals, 2-40
  Sensor, 2-42
Power supply, xxiv, 1-5
Pre-punched paper, 2-64
Pressure Release Lever, 8-11, 8-16
Print function, 2-4
Print log list, 9-3
Print Next, 5-13
Print System Information, 4-13, 6-37
Printer key, 2-8
Printing Priority, 4-7, 4-34
Printing, definition, xiv
Processing tray, 3-12
Processing/Data indicator, 1-14

R

Recycled paper, 2-64
Register Dept. ID/Password, 3-29, 4-11, 6-5
Register Paper Type, 4-6, 4-25
Registering Irregular Size for Stack Bypass, 4-7, 4-41
Release button
  Finisher-N1, 3-17
  Paper Deck-P1, 3-7
  Saddle Finisher-N2, 3-17
Remote UI, 4-12, 6-24
Remote User Interface (Remote UI), 2-5, 6-24
Report Settings, 4-10
Reset key, 1-14
Reversed Display (Color), 4-8, 4-48
Right cover
  About Right cover, 1-13
  Clearing paper jams, 8-26
Right feeder cover, 3-10, 7-41, 8-42
Rotate mode, 3-23

S

Saddle Finisher-N2
  About Saddle Finisher-N2, 3-3, 3-16

Booklet tray, 3-17
Booklet tray guide, 3-17
Clearing paper jams, 8-8, 8-49, 8-53
Clearing staple jams, 8-60, 8-64
Finishing modes, 3-17
Green lever, 7-21, 8-61
Lower front cover, 3-17
Output tray A, 3-17
Output tray B, 3-17
Parts and functions, 3-16
Release button, 3-17
Replacing staple cartridge in saddle stitcher unit, 7-24
Replacing staple cartridge in stapler unit, 7-20
Saddle Stitcher Unit, 7-25, 8-65
Seal, 7-22
Specifications, 9-12
Staple Case, 7-21, 8-61
Stapler Unit of the Saddle Stitcher Unit, 7-26, 8-65
Top cover, 3-17
Upper front cover, 3-17
Saddle stitch, 3-21
Saddle Stitcher Position Adjustment, 4-9, 4-56
Saddle Stitcher Staple Repositioning, 4-9, 4-55
Saddle Stitcher Unit, 7-25, 8-65
Safety Instructions
Consumables, xxviii
Handling, xxv
Important safety instructions, xxii
Installation, xxii
Maintenance and inspections, xxvii
Other warnings, xxviii
Power supply, xxiv
Sample reports
Copy log list, 9-2
Print log list, 9-3
Scan function, 2-5
Scan key, 2-8
Scanning, definition, xiv
SDL(Simple Device Login), 2-11
Seal
Finisher-M1, 7-17
Finisher-N1, 7-22
Saddle Finisher-N2, 7-22
Secured Print, 5-17
Security key, 1-13, 1-15
Send Counter Check, 5-3
Send function, 2-3
Send key, 2-8
Sensor, 2-42
Service call message, 8-79
Settings for Function Order , 4-6, 4-19
Side output tray, 1-10
Size plate, 7-9
Specifications
Card Reader-D1, 9-14
Cassette Feeding Unit-X1, 9-8
Color Image Reader-C1, 9-6
Copy Tray Unit-H1, 9-13
Feeder (DADF-K1), 9-8
Finisher-M1, 9-10
Finisher-N1, 9-11
Main unit, 9-5
Paper Deck-P1, 9-9
Plain Pedestal-C1, 9-9
Saddle Finisher-N2, 9-12
SSO(Single Sign-On), 2-11
Stack bypass
About stack bypass, 1-13
Auxiliary tray, 2-52
Clearing paper jams, 8-5, 8-22
Slide guide, 2-52
Stack Bypass Standard Settings, 4-7, 4-36
Standard Local Print Settings, 4-8, 4-45
Staple
Finisher-M1, 3-14
Finisher-N1, 3-19
Saddle Finisher-N2, 3-19
Staple Case
Finisher-N1, 7-21, 8-61
Saddle Finisher-N2, 7-21, 8-61
Staple jams
Finisher-M1, 8-57
Finisher-N1/Saddle Finisher-N2, 8-60
Saddle stitcher unit, 8-64
Stapler Unit of the Saddle Stitcher Unit, 7-26, 8-65
Start key, 1-14
Stop key, 1-14
Symbols used in this manual, xi
System Manager, 4-11, 6-2
System Manager ID, 4-11, 6-2
System Manager Settings, 4-11, 6-2
System Monitor, 5-6
System Monitor key, 2-8
System Password, 4-11, 6-2
System Settings, 4-11, 6-2
System Settings screen, 2-12

T

Test button, 1-10
Text/photo priority when ACS is set to Black, 4-6, 4-22
Time Fine Adjustment, 4-9, 4-51
Timer Settings, 4-9, 4-51
Toner cartridge
About toner cartridge, 1-13
Replacing, 7-29
Toner Supply Port, 7-31
Toner Supply Port, 7-31
Top cover
Finisher-N1, 3-17
Saddle Finisher-N2, 3-17
Touch panel display, 1-14

Touch panel keys
Drop-down list, 2-26
Mode ON/OFF keys, 2-25
Mode Setting keys, 2-25
Numeric keys, 2-26
Tracing paper, 2-64
Trademarks, xviii
Transfer Lever, 7-36
Transparency, 2-64
Transport unit
About Transport unit, 1-13
Cleaning paper jams, 8-5, 8-30
Stack bypass, 8-23
Tray Designation, 4-7, 4-30

U

Underside of platen cover, 1-13
Upper front cover
Finisher-N1, 3-17
Saddle Finisher-N2, 3-17
Upper left cover
About Upper left cover, 1-10
Cleaning paper jams, 8-5, 8-9
Usage Help, 2-17
Use HTTP, 4-13, 6-36

W

Waste toner container
About Wasted toner container, 1-13
Changing, 7-34
Transfer Lever, 7-35

Z

Zoom Fine Adjustment, 4-9, 4-54

System Management of the CLC3220/iR C3220N

The following pages describe the use and operations of the System Management mode. They should be cut out of this manual, and stored by the Supervisor or System Manager of this machine.

The System Management mode enables you to set restrictions to System Settings (from the Additional Functions screen), and manage the settings stored by other users.

The operations which can be performed in the System Management mode are:

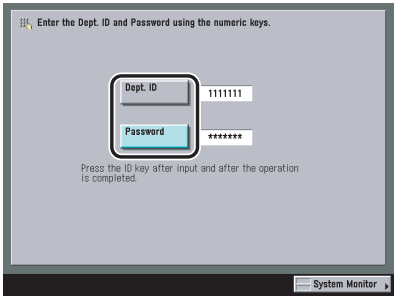
- Managing documents in an inbox.
- Managing Mailbox Settings.

Entering the System Management Mode

If Department ID Management Is Enabled

1 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

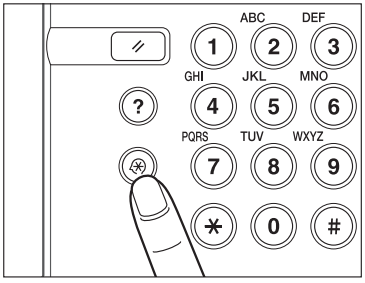
- ❑ Press [Dept. ID] → enter the System Manager ID.
- ❑ Press [Password] → enter the System Password.
- ❑ Press ID.


Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1111111
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

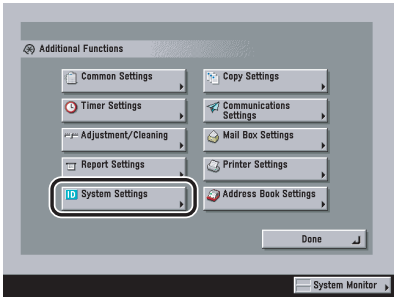
The System Management mode is enabled.

If Department ID Management Is Not Enabled

1 **Press .**



2 **Press [System Settings].**



3 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

- ❑ Press [System Manager ID] → enter the System Manager ID.
- ❑ Press [System Password] → enter the System Password.
- ❑ Press ID.

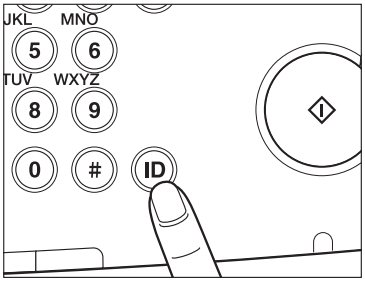
The System Management mode is enabled.

NOTE

Make sure to enter the System Manager ID and System Password that were stored in System Manager Settings, in System Settings (from the Additional Functions screen). (See "Specifying the System Manager Settings," on p. 6-2.)

Cancelling the System Management Mode

1 **Press ID.**



The System Management mode is cancelled. The System Management mode is also cancelled when the Auto Clear Time mode activates, and returns the machine to the screen that you specified to display after the Auto Clear Time mode has activated.

Managing Inboxes in the System Management Mode

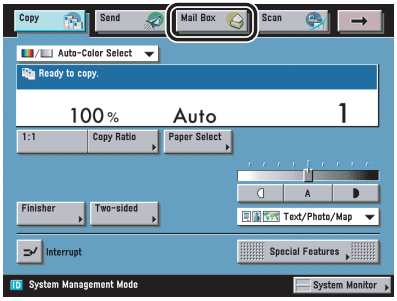
The System Manager can access documents in a User Inbox that have been stored by other users. For example, you can access an inbox whose user has forgotten his/her password, and erase any unnecessary documents.

1 **Enter the System Management mode.**

NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 9-28.

2 Press [Mail Box].



3 Operate the Mail Box function.

NOTE

For instructions on using the Mail Box function, see the Copying and Mail Box Guide.

Changing the Mail box Settings in the System Management Mode

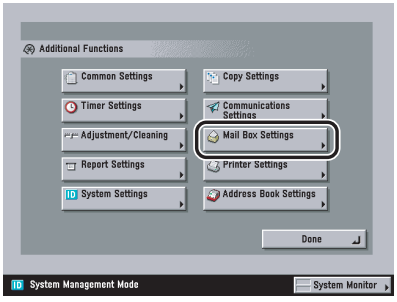
The System Manager can change mailbox settings that have been restricted with a password. For example, you can initialize an inbox that is not being used, or change the name of an inbox. You can reset the password of an inbox, in case the user has forgotten it.

1 Enter the System Management mode.

NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 9-28.

2 Press → [Mail Box Settings] → change the settings.



For instructions on specifying Mail Box Settings, see Chapter 7, "Customizing Settings," in the *Copying and Mail Box Guide*.

3 Press [Done].

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 P.O. Box 2262, 1180 EG Amstelveen, The Netherlands
CANON FRANCE S.A.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 - 20097 San Donato Milanese (MI) Italy
CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400 Miami, Florida 33126 U.S.A.
CANON AUSTRALIA PTY. LTD
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632
CANON HONGKONG CO., LTD
9/F, The Hong Kong Club Building, 3A Chater Road, Central, Hong Kong

FA7-5483 (000)
© CANON INC. 2004